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# *Final Draft®*

## *User Guide*

VERSION 7



PROFESSIONAL SCRIPTWRITING SOFTWARE

**Final Draft®**  
*Just add words*

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# Getting Started

Introduction.

How to install Final Draft on your computer and launch it.

The differences between Final Draft and previous versions.

## Introduction

Welcome to Final Draft, the world's premiere scriptwriting software. Behind its easy-to-use interface is a host of powerful scriptwriting and production features. Final Draft can take you smoothly from idea to outline to first draft to final draft to production script.

Final Draft was designed with the help of industry professionals who create the movies and television shows we all watch. It understands the correct formats for screenplays, sitcoms and stage plays. With Final Draft, you'll be able to concentrate on your writing instead of on how your material is laid out on the page. The program automatically places every script element in its proper place. SmartType Lists remember and fill in all of your character names, scene headings, transitions and more.

Final Draft has unparalleled cross-platform compatibility. Scripts written on Windows® computers can be read and edited on Macintosh® computers, and vice versa, because their file formats are identical. Our Panels system allows you to view your script, its outline and index cards at the same time. Other features include unlimited revisions and page-locking mode, ability to view, edit, and discuss your script with a number of people over the Internet, many types of reports and powerful WYSIWYG (What-You-See-Is-What-You-Get) word-processing and spell-check functions that should be familiar to users of Microsoft Word®.

The Ask the Expert feature will guide you when you have a question on story development, character, plot or structure for writing movies, television or theater. In addition, there is general help available from every Final Draft window and most dialog boxes, or you can refer to the *Final Draft User Guide*.

A separate application, *Tagger - The Final Draft Breakdown Utility*, is included. It allows you to tag separate elements of a script for use by various script breakdown and scheduling programs.

If you have questions or problems with Final Draft, the first place to go is the Final Draft Support Center at [www.finaldraft.com/help](http://www.finaldraft.com/help). There you will find the Final Draft Knowledge Base, a 24/7, on-line, interactive, searchable database of frequently-asked questions, solutions to users' problems, tips, pointers and general information about Final Draft and our other products. If the problem persists, you can email Customer Support through the Final Draft Knowledge Base. See *Customer Support Policies* for complete details. Customer Support is available to *registered* Final Draft users only. For details, see page 33.



**NOTE:** *If you need to contact Customer Support, please make sure you have your Customer Number available. It can be found in your Final Draft package (or in your Digital Order Email if you have the electronic download version).*



## The Final Draft Package

### Final Draft Install Disc

The Final Draft package contains a disc which is used to install the Final Draft program on both Windows and Macintosh systems and which contains the complete *Final Draft User Guide*.

### Customer Number

Located on the back panel of the *Final Draft Installation Guide* or the back of the Final Draft CD jacket, this number is required to install, register and activate the program.



**NOTE:** *If you received your Final Draft via electronic download, your Customer Number is included in your Digital Order Email. We highly recommend that you print out a copy for future reference.*

We highly recommend that you:

Remove one of the peel-off Customer Numbers and place it on the Registration Card.

### Registration Card

Customer support, updates, etc., are available only to **registered** Final Draft users. Make sure you register online or mail or fax the Registration Card to us *after* you remove one of the peel-off Customer Numbers and place it on the Registration Card.

### Installation Guide Booklet

This pamphlet includes how to install and launch Final Draft. This information also included in the *Final Draft User Guide* in PDF format. The complete *User Guide* is installed on your computer when you install Final Draft.



**NOTE:** *All Final Draft documentation provides instructions for using Final Draft on both Microsoft Windows® and Mac OS™ computers. Differences in features, commands and procedures between platforms are noted in the text.*

We presume you have a working knowledge of your computer and its operating system. This includes how to use a mouse, standard menus and commands and how to open, copy, save and close files. Please refer to your Windows or Mac OS documentation for complete explanations.



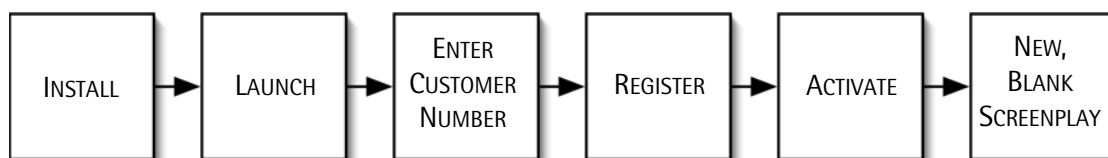
**NOTE:** *Final Draft is continually being updated and new features are added (mostly from user feedback). The menu structure and even the commands may change. If you encounter commands that are not explained, check for any "Read Me" or "New Features" files in the Final Draft folder. These text files provide overviews of new features that have been added. You can also check our website at [www.finaldraft.com](http://www.finaldraft.com) for the latest information and downloadable files.*

## Installation, Launch, Registration and Activation Overview

Regardless of whether you have a Windows or Macintosh computer, the process of installing, launching, registering and activating your computer will be similar. Following is a description of each operation.



**NOTE:** *Your Customer Number, included in your Final Draft package (boxed product) or Digital Order Email (electronic download product), is required for activation and registration.*



As with most software, **installation** is the process that places the Final Draft application and its associated files onto your computer. **Launching** is the process of starting the program for the first time and entering your Customer Number.

Only **registered** Final Draft customers are entitled to the many services we provide. Your Customer Number is required for registration. Registration can be accomplished online, via mail or via fax.

To run Final Draft *for more than 15 days* you must have the program **activated**. The activation process verifies that your Customer Number *included in your Final Draft package* (boxed product) or Digital Order Email (electronic download product) is legitimate and has not been activated on more systems than allowed by the Final Draft End User License Agreement.



**NOTE:** *When you install Final Draft, the Installer will walk you through each step of the process.*



**NOTE:** *You can register the first time you launch Final Draft or at a later time.*



**NOTE:** *Tagger (a separate application) will be installed when you install Final Draft.*

*See the sections that follow for complete details.*

## Installation

### Windows



**IMPORTANT NOTE:** Windows XP - You must be logged in as Administrator to install Final Draft. If you are not an Administrator, contact the individual in your organization responsible for maintaining your network or computers.



**IMPORTANT NOTE:** If you are installing on a computer that has a previous version of Final Draft installed, do not install to the folder that contains the previous version. If you are unsure, simply install Final Draft to the default location given by the Installer.

*To install if Windows' CD Auto-Play feature is enabled:*

- 1 Place the Final Draft Install Disc in the drive.

Autorun starts.

- 2 Double-Click Install Final Draft. Go to Step 5, below.

*To install if Windows' CD Auto-Play feature is disabled:*

- 1 Place the Final Draft Install Disc in the drive.
- 2 Open (double-click) My Computer. The My Computer window appears.

### Windows XP

Choose Start > My Computer.

- 3 Browse to the Final Draft Install Disc.
- 4 Open (double-click) Setup.exe.
- 5 The Installer Welcome window appears. Click Next.
- 6 Accept the default destination folder (recommended) or choose another. Click Next.
- 7 The Ready to Install screen appears. Click Next.
- 8 Final Draft will be installed.

A screen appears stating that installation was successful.

## 9 Click Finish.

For your convenience Shortcuts to Final Draft 7 and Final Draft Tagger have been placed in the Start > All Programs menu.

## Macintosh



**IMPORTANT NOTE:** *You must be logged in as Administrator to install Final Draft. If you know the administration password, log in with it. If you do not know the password, contact the individual in your organization responsible for maintaining your network or computers.*



**IMPORTANT NOTE:** *If you are installing on a computer that has a previous version of Final Draft installed, do not install to the folder that the previous version is in. If you are unsure, simply install Final Draft to the default location given by the Installer.*

- 1 Place the Final Draft Install Disc in the CD-ROM drive.
- 2 The Final Draft 7 window appears.
- 3 Double-click the Final Draft 7 Installer.
- 4 The Installer Welcome window appears. Click Continue.
- 5 Accept the default destination folder (recommended) or choose another. Click Install.
- 6 Final Draft will be installed.

When finished, the Final Draft 7 folder will appear with the contents visible.

## Launching Final Draft for the First Time, Registration, Activation and Deactivation

### Windows

- 1 Click the **Start** button. Choose **Programs** from the Start menu or (Windows XP) **All Programs**.
- 2 Choose **Final Draft 7** from the Programs submenu. Go to step 3, below.

### Macintosh

- 1 Open the **Final Draft 7** folder.
- 2 Open (launch) **Final Draft 7**.
- 3 After the Final Draft splash screen appears, the End User License Agreement appears. Click **Accept**.
- 4 The Welcome screen appears. Enter your Customer Number.
- 5 Click **Continue** (Windows) or **OK** (Mac OS).

(Windows) The Activation screen appears, followed by the Registration screen.

(Mac OS) The Registration screen appears, followed by the Activation screen.

## Activation



**NOTE:** Any computer that was authorized for Final Draft 5 or 6 will need to be activated separately for Final Draft 7.



**NOTE:** Any two computers that you own may be activated at any given time.

*To Activate your computer:*

**6** Choose Online Activation or Manual Activation.

- or -

Within 15 days, after you run Final Draft, choose Help > Activate. Then choose Online Activation or Manual Activation.

To learn more about Activation, see the *Activation, Registration and Deactivation FAQ*, below.

### Online Activation



**NOTE:** Make sure you have an Internet connection, though you do not need to be online initially. This procedure does not require you to use your Internet Web browser.

**1** Click Online Activation.

**2** You will automatically be connected to Final Draft's Online Activation service.

Your computer will be activated and you will be able to run Final Draft without restrictions.



**NOTE:** If Online Activation fails, you will be instructed to contact Customer Support and go through the Manual Activation process.



## Manual Activation

- 1 Click Manual Activation.

The Challenge Code for your computer will appear.

- 2 Call Technical Support at 1-888-320-7555 (outside the U.S. and Canada, call 1-818-906-8930). An automated touch-tone phone system will walk you through the process. There is no charge for the Manual Activation service.

To discuss activation with a Customer Service Representative from 9 am- 5 pm, Pacific Time, call 1-818-789-6281. This line is strictly for *activations/deactivations only*.



**IMPORTANT NOTE:** Make sure you have your Challenge Code on your screen and your Customer Number available when you call. If the Challenge Code is no longer on screen it is no longer valid. A different Challenge Code is generated every time this window is opened and every Challenge Code requires its own unique Response Code. You must contact us while the Challenge Code is on your screen or the Response Code will not work.

- 3 You will be given a Response Code.
- 4 Enter the Response Code and click Activate.

Your computer will be activated and you will be able to run Final Draft without restrictions.

## Registration

Only registered Final Draft customers are entitled to the many services we provide, including access to customer support and Final Draft updates. Your Customer Number, located on the back panel of the *Installation Guide* (included as part of the Final Draft package) or Digital Order Email (electronic download product), is required for registration. Registration can be accomplished any time online, via mail or via fax.



**IMPORTANT NOTE:** *Even if you have previously registered an earlier version of Final Draft, you will still need to register Final Draft 7.*



**IMPORTANT NOTE:** *If you have previously registered Final Draft 7, do not do so again. Skip this screen by clicking Register Later.*

We highly recommend that you:

Remove one of the peel-off Customer Numbers from the back panel of the *Installation Guide* and place it on the Registration Card.

If you received your copy of Final Draft electronically, print out your Digital Order Email and put it in a safe place.



**WARNING:** *Do not write the Customer Number on the CD, as you may damage it.*

*To register electronically:*



**NOTE:** *Make sure you are online.*

- 5 To register, fill in the information in the onscreen form. Click Register.  
- or -  
Click Register Later.

*To register electronically at another time:*

Run Final Draft and choose Help > Register Online.

- or -

Go to the Final Draft website at [www.finaldraft.com/register](http://www.finaldraft.com/register), click on "Final Draft" and follow all the instructions to completely fill out the registration form.

*To register by mail:*

Fill out the enclosed Registration Card completely and mail it to the pre-printed address.



**IMPORTANT NOTE:** Remove one of the peel-off Customer Numbers and place it on the Registration Card before mailing.

*To register by fax:*

Fill out the enclosed registration card completely and fax it to (818) 995-4422.



**IMPORTANT NOTE:** Remove one of the peel-off Customer Numbers and place it on the Registration Card before faxing.

## Deactivation

After a computer is activated, you may need (or want) to remove the activation. For example, you may need to reformat your computer's hard drive or you may get a new computer.



**WARNING:** *If you reformat your hard drive before removing the activation, that activation will be lost.*

You can remove an activation at any time via a process called Deactivation.

*To deactivate your computer:*

- 1 Run Final Draft and choose Help > Deactivate.
- 2 Choose Online Deactivation or Manual Deactivation.

## Online Deactivation



**NOTE:** *Make sure you have an Internet connection, though you do not need to be online initially.*

- 1 Click Online Deactivation.
- 2 You will be connected to Final Draft's Online Deactivation service.

Your computer will be deactivated. Your account will be credited so you can activate another computer at any time, if desired.



**NOTE:** *If Deactivation fails, you will be instructed to contact Customer Support and go through the Manual Deactivation process (see next page).*

## Manual Deactivation

1 Click Manual Deactivation.

The Deactivation Code for your computer will appear.

2 Write down or otherwise note the Deactivation Code.

3 Email the Deactivation Code to [deactivate@finaldraft.com](mailto:deactivate@finaldraft.com).

As part of the email, you must include:

- The Deactivation Code;
- Your name (as you entered it when you registered Final Draft);
- Your Customer Number, which is included in the Final Draft package or Digital Order Email (electronic download product), or found by choosing Help > Customer Support.

Once Customer Support processes your deactivation request, you will receive an email confirmation and be able to activate another computer.

## Launching Final Draft After the First Time

### Windows

- 1 Click the **Start** button. Choose **Programs** from the Start menu or (Windows XP) **All Programs**.
- 2 Choose **Final Draft 7** from the Programs submenu. Go to step 3, below.

### Macintosh

- 1 Open the **Final Draft 7** folder.
- 2 Open (launch) **Final Draft 7**.
- 3 *If you have not activated:*  
A screen appears informing you of how many days you have left before Activation is required.

You may click **Activate Now** (see *previous pages*).

-or-

Click **Activate Later**.

A new, blank script window appears, ready for you to begin typing.

## Activation, Registration and Deactivation FAQ

### What is product activation?

Product activation is an anonymous and hassle-free process that authenticates licensed Final Draft users. The process verifies that the customer number is legitimate and has not been activated on more systems than allowed by the Final Draft End User License Agreement.

### What happens during product activation?

Your Customer Number is authenticated by the Final Draft activation system to activate your copy of Final Draft. The entire activation process is quick and easy, whether over the Internet or over the phone.

### How soon must I activate my product?

You must activate your product within 15 days after you first install it.

### What happens if I don't activate my product?

If you don't activate your product by the 15th day after you first install it, it will stop working until you do activate it.

### If I don't have a Customer Number to activate my software, how can I get one?

A Customer Number is included with your purchase. It can be found in your Final Draft package (or in your Digital Order Email if you have the electronic download version). If you do not have a number, please call Final Draft Sales at 1-818-995-8995 (international toll fees may apply).

### How do I activate my product?

You can activate your product 24 hours a day, seven days a week, either online via the Internet or by calling the automated phone system at 1-888-320-7555. Both options take only a few short steps to complete. Internet product activation requires you to type in your Customer Number. Phone activation requires you to enter an activation code (displayed on your computer screen) into an automated touch-tone system.

### How does product activation work?

The activation process uses minimal information about the product and system to request an activation token. If the request is valid, a message is returned that enables Final Draft to function fully and immediately.



**IMPORTANT NOTE:** *The activation process is completely anonymous and never requests, collects, or transmits personal information. It does not scan your hard drive and none of the information collected can be used to identify you or your computer.*

**Is product activation the same as product registration?**

They are two separate procedures. Product activation is a mandatory, anonymous process that verifies your product serial number and license. In contrast, product registration is a voluntary process that also entitles you to customer support, product updates and special offers from Final Draft.

**What information is required for product registration?**

Product registration is a voluntary process and requires only that you provide your name, e-mail address and Customer Number. You may also choose to disclose demographic information.

**Does product activation slow down my computer?**

No. The technology of product activation runs only when you run Final Draft and has no effect on the overall performance of your computer.

**How long does product activation take to complete?**

Product activation is a one-time process that is typically performed immediately after installation of the software. Online activation typically takes 10 to 30 seconds to complete; phone activation takes about 5 minutes.

**What is deactivation and when should I do it?**

In a process similar to activation, you may deactivate at any time. For example, if you want to install Final Draft on a new computer, you should deactivate the old computer and then activate the new one – in effect transferring the activation to the new machine. Also, if you plan to reformat the hard drive of the activated computer, you should deactivate it first and then reactivate it after the reformat is complete. If you upgrade your operating system, you should also temporarily deactivate your computer.



## Customer Support Policies



**NOTE:** You must be registered in order to receive customer support.

### Free Support Services

Access to Final Draft's online Knowledge Base, which contains over 700 answers to frequently-asked customer support issues. Go to: [www.finaldraft.com/help](http://www.finaldraft.com/help).

For e-mail support through the online Knowledge Base, go to: [www.finaldraft.com/support/email.php](http://www.finaldraft.com/support/email.php) and fill out the form. You will receive personal help from a support representative. Response time during business hours is usually only a couple of hours. Otherwise you should receive a reply by the end of the next business day.

For chat support through the online Knowledge Base, go to: [www.finaldraft.com/support/chat.php](http://www.finaldraft.com/support/chat.php) and fill out the form. You will be connected to a support representative who will assist you via real-time instant messaging. This service is available 9:30am – 4:30 pm M-F PT.

Beginning from the date of registration, you have 20 minutes of phone support time over the next 90 days for free (see *below*).

### Phone Support

Phone support is available through a toll-free number for U.S. and most Canadian residents, *24 hours a day, 7 days a week, including holidays*.

U.S. and most Canadian users should call 1-888-320-7555.

Outside the U.S. and Canada, users should call 1-818-906-8930 (international toll fees may apply).



**IMPORTANT NOTE:** *Beginning from the date of registration, you have 20 minutes of phone support time over the following 90 days for free.*

After you use your 20 free minutes (or 90 days has elapsed), calls to the Customer Support Department will be charged at a rate of \$2.50 per minute, payable via credit card. *The first minute will be free*; we will use this time to verify your Customer Number and registration information. You must have your Customer Number and credit card information available at the time of your call. Our phone system will ask you to input that information via your touch-tone keypad.

## Differences Between Final Draft Version 7 and Version 6

Please refer to the individual sections in the *User Guide* for details.



**NOTE:** *Any script file written in Versions 5 and 6 can be opened in Version 7.*

### No Need for CD

The Final Draft CD will no longer unlock the program if a computer is not activated.

## New Features

### Panels

The old Scene Navigator feature has been expanded to include the ability to type summaries or notes on the "back" of the Index Cards. Multiple views of the script, Navigator, Summary Cards and Index Cards are available.

All of the commands related to Panels are contained in the View Menu.



**TIP:** *We suggest you read the Panels section of the User Guide or the Help section in the program to gain a complete understanding of this extremely useful feature.*

### Tagger

Tagger is a separate application included and installed with Final Draft 7 that enables you to break down a Final Draft script into its various elements (components) and then export the results into various movie scheduling and breakdown programs.

### Ask the Expert

Besides scriptwriting hints from Syd Field, it now includes information about writing for television and theater. It also contains the *Creative Handbook* and a number of sample contracts from the Writers Guild of America, west.

### Templates

Two dozen new TV show templates are included.

# Tutorials

## Introduction

Final Draft is a full-featured word processor specifically designed for writing movies, television and stage plays. It combines powerful word processing with screenplay formatting intelligence, allowing the writer to focus on what is being written instead of how it appears on the page. If you have ever used a standard word processor, most of the editing functions, from selecting text to changing fonts and text alignment, will be familiar to you. Final Draft can also be used to write "regular" documents such as treatments, letters, resumes, etc. There are also dozens of sample templates included within the program, including standard screenplay formatting, stage play formatting and the formats of many of today's most popular television shows, all of which will speed up the learning process.

To make entering your text as easy as possible, the Tab and Enter keys (Windows), or Tab and Return keys (Mac OS), are used to perform most of the formatting functions specific to script-writing. These keys are supplemented by the use of a number of special element shortcuts and keystroke macros. Once you have learned the basic key commands, you will have all of the tools necessary to quickly and intuitively write a script in the correct format — which the entertainment industry requires.

This tutorial will step you through creating a new script and entering the first few lines of text. Afterwards, it will guide you through a number of features and functions that are common to writing any script. It will also introduce you to a few of its many features, some unique to Final Draft, that have made it the number-one choice for scriptwriters throughout the world.

There are a number of different methods you can choose to perform most of the functions in Final Draft. This gives you the flexibility to choose the method that best fits your writing style.

The best way to learn is to do. It will help if you actually perform the steps outlined in these tutorials to create your first script with Final Draft and to experiment with the sample script and treatment which have been provided.

## Starting Final Draft

### Windows

- 1 Click the **Start** button.
- 2 Choose **Programs** from the Start menu or (Windows XP) **All Programs**.
- 3 Choose **Final Draft 7** from the Programs submenu.

### Macintosh

- 1 Open the **Final Draft 7** folder.
- 2 Open (launch) **Final Draft 7**.



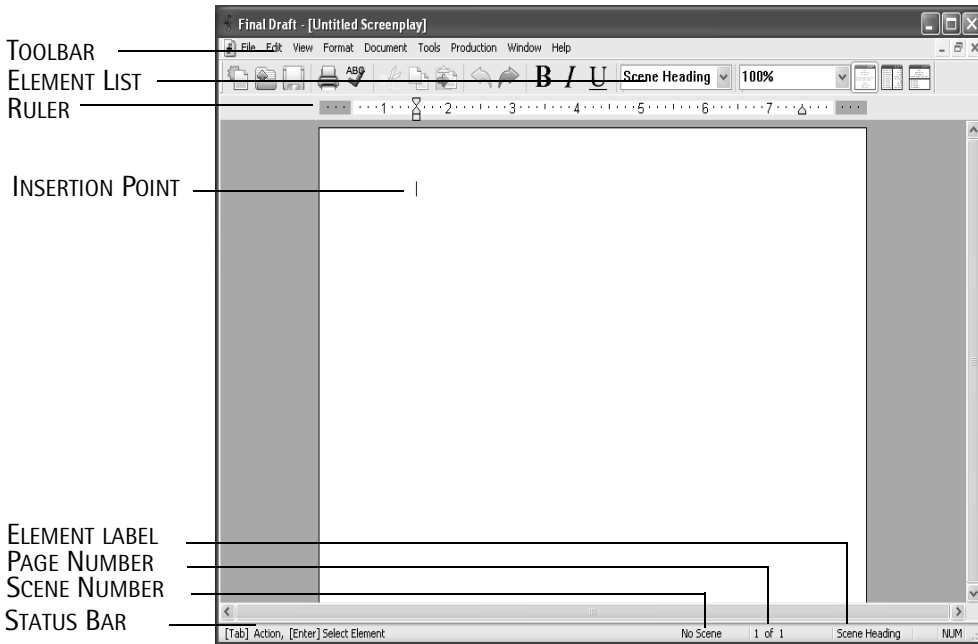
**IMPORTANT NOTE:** *You can activate your computer so that you can run Final Draft without restrictions. See Launching (Starting) Final Draft 7 for the First Time in the Getting Started section.*

A new, blank script window appears, ready for you to start typing.

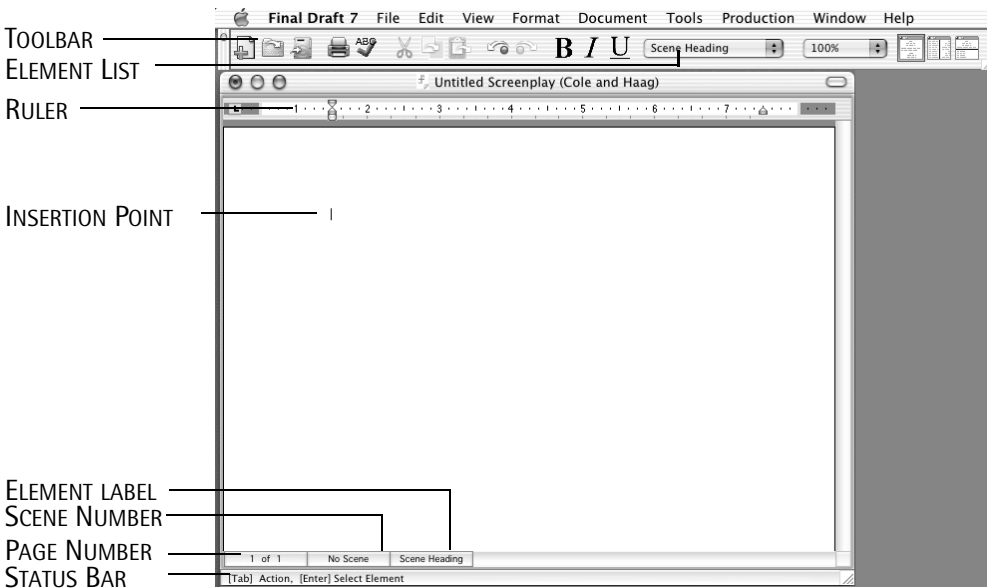


**NOTE:** *If you now choose File > Open to open an existing document, the untitled, blank document will automatically be closed.*

## WINDOWS XP



## MAC OS



The blinking **insertion point** indicates where the next typed character will be placed.

Elements in Final Draft represent the different types of paragraphs found in scripts, with each Element having its own margins, justification and casing. There is an **Element List** in the **Tool-bar** (at the top of the window). At the bottom of the window, there is also a text area called the **Element Label**. These indicate the Element for the current insertion point.

The Element Label and Element List initially indicate **Scene Heading**. Final Draft starts off with a scene heading at the beginning of each script. Every scene in a script begins with a scene heading, which lets the reader of the script know where and when the scene takes place.

The **Status Bar** indicates which Element will be created, or what action will be taken when a specific key (or key combination) is pressed.

Here is an excerpt of a script which contains most of the basic script Elements (except Shot):

SCENE \_\_\_\_\_  
HEADING \_\_\_\_\_ EXT. STUDIO PARKING LOT - DAY

ACTION \_\_\_\_\_ A WRITER and an AGENT are walking from the parking  
lot towards an office.

CHARACTER \_\_\_\_\_ AGENT

PARENTHETICAL \_\_\_\_\_ (whispers)

DIALOGUE \_\_\_\_\_ Just follow my lead. I know  
you're ready to do this pitch.

TRANSITION \_\_\_\_\_ DISSOLVE TO:

The parts of a Scene Heading are:

SCENE INTRO	EXT.	STUDIO PARKING LOT	- DAY
LOCATION			
TIME			

A Character Extension is used when appropriate:

CHARACTER EXTEN. \_\_\_\_\_

CHARACTER \_\_\_\_\_ NARRATOR (V.O.)

The Grand Canyon is one of the jewels  
of our National Park System.

For a complete discussion of elements, see the Elements section.

## Using the Tab and Enter Keys

You can automatically change Element paragraphs by using the Tab and Enter keys (Windows), or Tab and Return/Enter keys (Mac OS). This allows you to type without worrying about proper formatting. Final Draft has built-in intelligence to place each Element in proper script format, and it knows how to correctly space each of them.



**NOTE:** *In the following, the Enter key (Windows) key/Return key (Mac OS) are represented by Enter/Return.*

*In general:*

Press *Tab* to move to the next logical Element (to the "right").

Press *Enter/Return* to create a new Element that "usually" follows the current Element.

### Tab

Tab cycles through the Elements to the *right* of their relative position on a script page.

*To switch to another Element from a blank Element:*

From Scene Heading, *Tab* to Action, *Tab* to Character, *Tab* to Transition, and *Tab* back to Scene Heading.

If any text has been typed in an Element, pressing Tab is the same as pressing Enter/Return (see below), except in the case of a Character. Following industry standard guidelines, once a Character is typed it must be followed by either a Parenthetical or Dialogue Element.

*If a Character is typed or auto-entered with Smart Type, press Tab to cycle only through the character-related Elements:*

Type or auto-enter a Character, *Tab* to Parenthetical, *Tab* to Dialogue.

*If a Dialogue is typed:*

*Tab* to Parenthetical, *Tab* to Dialogue.

This is true whether the Parenthetical is blank or not. If you do not type either a Parenthetical or Dialogue, *Tab* will keep switching between them, until either one gets some text or *Enter/Return* is pressed.



**TIP:** *Press Shift + Tab to cycle through the Elements in reverse order.*



## Enter/Return Key

As a writer, you normally use the *Enter/Return* key when you have finished a paragraph. In Final Draft this is essentially true as well. The *Enter/Return* key is used when you have finished one paragraph to change to an element that usually follows the one just typed:

Type a Scene Heading, *Enter/Return* takes you to Action.

Type an Action, *Enter/Return* takes you to another Action.

Type a Character Name, *Enter/Return* takes you to Dialogue.

Type a Parenthetical, *Enter/Return* takes you to Dialogue.

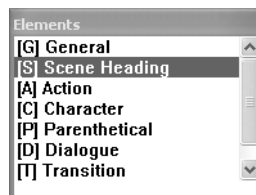
Type a Dialogue, *Enter/Return* takes you to Action.

Type a Transition, *Enter/Return* takes you to a Scene Heading.



**NOTE:** *The reason Enter/Return doesn't change elements after typing Action is because you can follow Action with either another Action, a Character Name, a Transition or a Scene Heading. There is no "usual" element paragraph that follows Action.*

When you are in a blank element, pressing *Enter/Return* brings up the Elements pop-up list:



This permits you to easily choose any Element desired.

*To change to any Element in the pop-up Elements list dialog:*

Type the first letter of the Element. This letter is also displayed in brackets '[' ]' in the dialog.

- or -

Using the Up or Down Arrow key to move and highlight the desired Element in the dialog, and press *Enter/Return* or *Tab*.

- or -

Select the desired Element with the mouse.



*NOTE: Character Extensions can be entered manually or via a contextual menu:  
(Windows) Right-click.  
(Mac OS) Two-button mouse Right-click. Single button mouse - Ctrl + mouse click.*



*NOTE: The Status Bar operates as an on-screen guide, always indicating which element paragraph will be created by pressing Tab or Enter/Return. For example, if you have just typed in a Character, it indicates:*

`[Tab] Parenthetical, [Enter] Dialogue`



*NOTE: On a Macintosh, the Status Bar indicates Enter, but means the Return key.*

You can write complete, correctly-formatted scripts by using just *Tab* and *Enter/Return*.

We'll begin to type in a short sample in the following section.

## Typing a Sample Script

*With Final Draft open to a blank, untitled screenplay document:*

1 Type: **I**

The letter will automatically be capitalized, as scene headings contain only capital letters.

The Scene Intros SmartType list appears, with **INT .** (the abbreviation for Interior) highlighted:



SmartType lists are used to ease repetitive typing and will be discussed in greater detail in a moment.

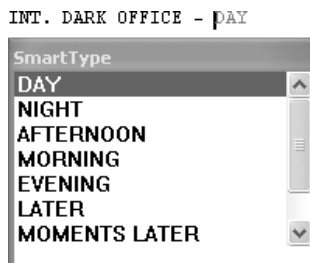
2 Press *Tab* to accept the item and have a period and a space added automatically.

Now type in a Location:

3 Type: **DARK OFFICE**

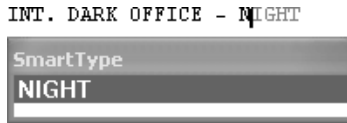
4 Press *Tab*.

A space, then a dash ("–"), then another space, are added automatically. The Time SmartType list appears:



5 Type: **N**

The word NIGHT becomes highlighted:



- 6 Press *Enter/Return* to accept the item.
- 7 Type: The office is dark. Hunched over the desk, staring intently at a computer, sits a WRITER. Press *Tab* twice to go to a new Character Element.
- 8 Type: WRITER Press *Tab*.
- 9 Type: excited Press *Enter/Return*.

As you can see, when you are in a Parenthetical Element, Final Draft automatically enters parentheses for you. And you do not have to move or type beyond the parenthesis in order to be able to press *Enter/Return* to change to a Dialogue Element.

- 10 Type: I sure hope my bid for that old manuscript on eBay was accepted!

As you typed, Final Draft has automatically placed the text in proper script format. Your screen should appear as:

INT. DARK OFFICE - NIGHT

The Office is dark. Hunched over the desk, staring intently  
at a computer, sits a WRITER.

WRITER  
(excited)  
I sure hope my bid for that old  
manuscript on eBay was accepted!

INDICATES MISSPELLED OR UNKNOWN WORD \_\_\_\_\_



**NOTE:** *The text you have entered appears in 12-point Courier Final Draft. This Courier font was specially designed for use with Final Draft. It provides a Courier font that is better, thicker and spaced properly for screenplay use than the standard Courier or Courier New fonts. As an added benefit, it looks identical on Windows and Macintosh computers.*



**WARNING:** *The reliance on Courier font (12 point size, plain text style) represents a holdover from the “old days” in what is the officially accepted appearance of scripts. This default font and size matches what was used on most typewriters. Use a different font at your own risk. Many industry professionals do not trust seeing scripts in a different font. They feel you may be “cheating” the length of your script, or worse, are unprofessional.*



**NOTE:** *Final Draft automatically informs you about possible misspelled (or unknown) words as you type, and underlines them.*

## Using Element Shortcuts

You could continue to write a complete, correctly-formatted script using just the Tab and Enter/Return keys. Final Draft has alternatives to using them, called Element Shortcuts. These combinations make use of the **Control** (Ctrl) key (Windows), or **Command**/Apple key (Mac OS). Element shortcuts can be used to perform the same functions as the Tab and Enter/Return keys, and more.

For these element shortcuts you press the **Control** (Ctrl) key (Windows), or **Command** key (Mac OS), plus another key simultaneously.

*To view the current element shortcuts:*

Hold down the Ctrl key (Windows), or Command key (Mac OS).

The following appears in the Status Bar at the bottom of the window:

[0] General [1] Scene Heading [2] Action [3] Character [4] Parenthetical [5] Dialogue [6] Transition [7] Shot

The numbers (i.e. [1], [2]) represent the keys to be pressed while simultaneously pressing the Control/Command key. These element shortcuts cause a new paragraph of the Element type indicated to be added to the script at the insertion point's position.

We'll enter text using some element shortcuts in a moment, after discussing SmartType.

## Easing Repetitive Typing With SmartType Lists and Macros

Using the *Enter/Return* and *Tab* keys or element shortcuts enables you to write your script without having to concentrate on proper formatting. Final Draft also contains features for easily entering text that is repeated frequently. **SmartType** lists can be used to enter character names, extensions, scene intros, locations, time (of day) and transitions. Additional keystroke shortcuts called **Macros** are also available to add text and, if desired, to change to a different element type at the same time.

SmartType offers suggestions for items as they are typed.

Macros are invoked via specific keystrokes.

We will continue the tutorial by exploring SmartType lists, Macros and some of the Element Shortcuts. Let us end the first scene in this script by adding a Transition (which indicates the scene has ended) using SmartType:

**11** Make sure the current insertion point is at the end of the text

**12** Press the keystroke shortcut Ctrl + 6 (Windows), or Cmd + 6 (Mac OS).

The insertion point should now be correctly positioned at the proper margin for entering a Transition:

```

The Office is dark. Hunched over the desk, staring intently
at a computer, sits a WRITER.

                                WRITER
                                (excited)
                                I sure hope my bid for that old
                                manuscript on eBay was accepted!

READY FOR _____
TRANSITION
```

**13** Type: C (it will automatically be capitalized)

A pop-up window appears showing all of the Transitions that begin with the letter "C":



The item(s) in this pop-up are obtained from the SmartType Transition list. A number of commonly-used Transitions are in the list when you create a new script.

As you can see, when a letter is typed into the transition paragraph, Final Draft looks at the list, picks the first entry that matches the letter typed and “enters” the rest of the item in the script in gray.

**14** Press *Enter/Return* to approve the match and move on to the next scene.

The pop-up will disappear, the gray text will change to black, and a new Scene Heading paragraph (which naturally follows a Transition) will be added.

To begin the new scene heading, we will use a Macro. Macros allow text to be entered using a different combination of keys. Final Draft has twenty built-in macros (they can be modified, if you wish). Macros are invoked by holding down the **Ctrl+Alt** keys or the **Ctrl+Alt+Shift** keys plus a number (Windows), or the **Option** key or **Option+Shift** keys plus a number (Mac OS).

*To view all the current Macros:*

- Hold down the Ctrl and the Alt keys (Windows), or the Option key (Mac OS).

The list of macros for each of the number keys appears in the Status Bar at the bottom of the window:

[1] INT [2] EXT [3] I/E [4] DAY [5] NIGHT [6] SUNRISE [7] MAGIC [8] CONT [9] INTER [0]

- Release all keys.
- Hold down the Ctrl + Alt + Shift keys (Windows), or the Option + Shift keys (Mac OS).

Additional macros for each of the number keys appears in the Status Bar at the bottom of the window:

[1] CUTTO [2] FADEIN [3] FADEOUT [4] FADETO [5] DISSLV [6] BACKTO [7] MATCHCUT [8] JUMPCUT [9] FBLACK [0]

We want to continue the tutorial and start a new scene heading with the text “EXT.”

*To add a scene heading beginning with “EXT.”:*

**15** Press the Ctrl + Alt keys (Windows), or the Option key (Mac OS), and then press “2”. Press *Tab*. Then press the letter “D”.

The macro text is entered in the script:

EXT. DARK OFFICE

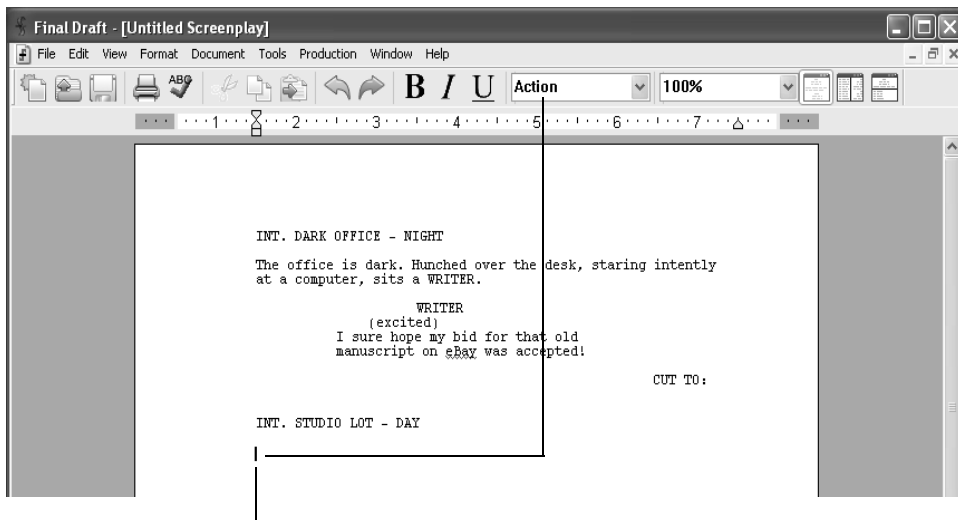


The phrase "EXT." has been automatically entered. SmartType has recalled the location "DARK OFFICE" (which we entered previously) in gray and the Location SmartType pop-up appears. There is only one entry, because we have only entered one location so far. The recalled scene heading is in gray because we haven't told Final Draft that we want the matching item.

In this case, we don't. We want to enter a new one, and then we will use a different Macro to add the time of day.

**16** Type: STUDIO LOT, followed by Ctrl + Alt + 4 (Windows), or Option + 4 (Mac OS).

As soon as the letter "S" is typed, the pop-up disappears because SmartType cannot find a match for "S" in the list. This allows us to enter a new location. The macro enters the text "- DAY" for us, and creates an Action paragraph (since Action normally follows a Scene Heading):



THE INSERTION POINT IS IN AN  
ACTION PARAGRAPH

If we were to examine the SmartType Location list now, this new location would be listed, ready for reuse. This also happens when new characters, extensions, times or transitions are entered. *See the SmartType section of the User's Guide for more details.*





**TIP:** *All Macros, and their behavior, can be altered at any time. See the Macros section.*

As mentioned, there is usually more than one way to perform most of the functions in Final Draft. For example, to enter “- DAY”, we could have used the SmartType Time list instead of a Macro:

**17** Backspace to the “T” in ‘LOT’.

**18** Press *Tab*.

The Time SmartType list appears.

**19** Type: D

The word “DAY” appears and is selected in the SmartType List.

**20** Press *Enter/Return* to accept the selected word.

The insertion point is now in an Action paragraph.

As you can see, Final Draft is flexible, so you can choose the best method for your writing style.

Let's save the sample script.

*To save a script:*

**21** Choose File > Save, and the standard Save dialog appears.

**22** Navigate to where the file is to be saved.

Type in the name for the script (like *Sample*).

**23** Click Save.

## Zoom (Magnification)

To continue the Tutorial, we will use a sample script that was installed along with Final Draft.

*To open the sample script:*

**24** Choose File > Open.

The standard Open dialog appears.

**25** Navigate to the Final Draft 7 folder.

**26** Open the Final Draft folder.

**27** Open the Tutorial folder.

**28** Open the script *Out4Life.fdr*.

The script appears.

Final Draft has a Zoom (magnification) feature which allows you to see more (or less) of the script on a screen. This permits you to set the optimal size for working on various monitors or laptop computers.

*To view more of the script:*

**29** Choose View > Zoom > 75%.

Then:

**30** Choose View > Zoom > 125%.

As you can see, this feature will be useful in different work situations, especially if you are using a laptop computer.



**NOTE:** *Final Draft retains its settings between sessions. Whichever magnification a script is in when you save it, it will appear in the same magnification when it is next opened.*

*To view the script at "normal" size:*

**31** Choose View > Zoom > 100%.

If you wish, take a few moments now to view (or read) the 6 page sample script *Out4Life*. To scroll through it, press the Page Down key, or click and drag the scroll bar at the right of the script window.

Each page has a number which appears in the upper right-hand corner of every page, except the first page (since scripts rarely have their first page numbered).

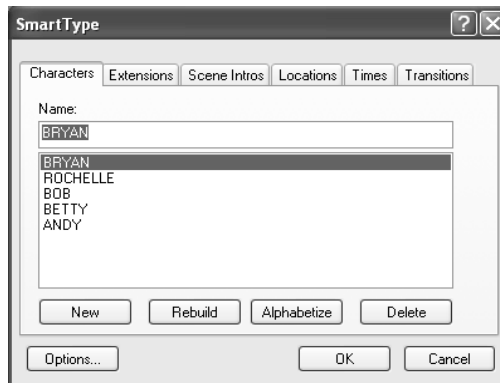
**32** Before we continue, make sure the insertion point is at the end of the script.

## SmartType Character List

To view *SmartType* lists:

**33** Choose Document > SmartType.

The SmartType dialog defaults to showing the Character list. It indicates that the script currently has five characters.



To examine the contents of the other *Smart Type* lists:

**34** Click the tabs (Windows), or choose items from the pop-up menu (Mac OS).

**35** Click OK when done to return to the script.

To enter a character using the Character *SmartType* list:

Make sure the insertion point is at the end of the *Out4Life* script.

**36** Press *Tab* twice to go to a new Character paragraph.

SmartType displays the choice "ANDY".

```
Bryan reaches into his pocket and pulls out a thick wad of
$20 bills.
```

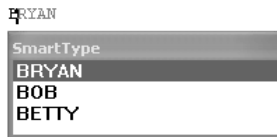
ANDY

"ANDY" is chosen due to SmartType's Auto-Guess feature. If you read the previous scene in this script, you will see that "BRYAN" and "ANDY" are having a conversation. "BRYAN" has just spoken, so Final Draft's Auto-Guess presumes that "ANDY" is going to speak again. This is another (optional) function, intended to save you unnecessary typing (see Document > SmartType > Options). If we did want him to speak again, we'd press *Enter/Return* to accept the match.

**37** Instead, type: B

The pop-up list appears, with all the “B” names.

Bryan reaches into his pocket and pulls out a thick wad of \$20 bills.



Notice that “BRYAN” is entered in light gray. If we did want him to speak, you would press *Enter/Return* to accept the match. If we wanted another “B” name, we could type the first few letters (like “E” for “BETTY”) and that name would be typed in, or we could use the Up and Down Arrow keys to choose the character from the list. Instead:

We do not want a “B” character. We want to enter a new character named “MARC”.

**38** Press the Backspace key (or delete key) once.

**39** Type: M

The pop-up does not appear, because there are currently no “M” matches.

**40** Continue typing: ARC

We are now going to create a Character Extension, which is used to describe where the speech is coming from – off-screen, voice over, etc. In this case, Marc is speaking from off-screen.

**41** Type: (

The Character Extension SmartType list appears.

**42** Choose (O.S.) for off screen, and press *Enter/Return*.

A new dialogue paragraph is created.

Bryan reaches into his pocket and pulls out a thick wad of \$20 bills.

MARC (O.S.)

**43** Type in some text like: Don’t do that! (or anything you’d like).

If you choose Document > SmartType again, to view the SmartType Character List, you will see that “MARC” has been added.

A Character Extension may alternately be added via a context menu. For example:

**43a** Click in a Character Name.

**43b** Press the right mouse button (Windows) or Control + mouse button (Mac OS), and the following appears:



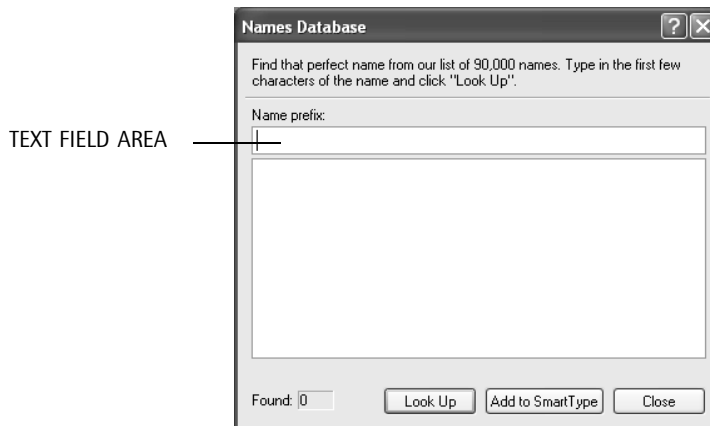
**43c** Choose the Extension desired.

Feel free to add more text of your own. Since you are close to the bottom of page 6, adding more text will demonstrate what happens when you cross a page boundary. Final Draft will paginate the text appropriately, keeping characters and their dialogue together, adding Mores and Continueds (where necessary), and keeping your work looking professional.

## Names Database

To help you name your characters, Final Draft includes a 90,000 entry Names Database.

**44** Choose Tools > Names Database. The Names Database dialog appears:



Let's say we wanted to find some name that started with "Fr".

**45** Type "Fr" in the text field area.

**46** Press the Look Up button.

A list of alternatives appears.

*If one is acceptable:*

**47** Click (to select) the desired name.

**48** Click the Add to SmartType button. The name is added to the Character SmartType list, and it can now be used in the script.

**49** Click Close when finished.

## Spell-Checking

Let's check the spelling of the first sample script we wrote.

*To switch to another open script:*

**50** Choose Window > [sample script name]

- or -

Choose File > Open, to open it again (if you closed the file).

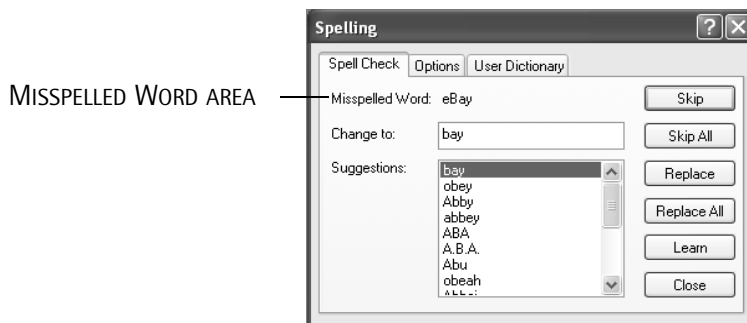
The script is now the active (frontmost) window:

*To begin spell-checking:*

**51** Choose Tools > Spelling.

The Spelling dialog appears.

Spell-checking of the script will begin. When a misspelled or unknown word is encountered, it will appear in the Misspelled Word area. A list of possible alternatives appears. In our sample script, the word "eBay" will be found by the spell-checker as an unknown/misspelled word:



We want "eBay" to be accepted as a correctly-spelled word, because we do not want the spell checker to repeatedly stop when we spell-check again.

*To instruct the spell checker to learn a word:*

**52** Click Learn.

The word in the Misspelled Word area is added to the User Dictionary. Spell-checking resumes.



As with most word processors, when spell-checking reaches the end of the script, Final Draft will ask if you want to continue checking from the beginning of the script. If spell-checking was started in the middle of the script, this allows you to wrap around to the top of the script and continue checking the rest of the script.

**53** Click Yes to continue spell-checking from the beginning of the script.

When the entire script has been checked, a message is displayed informing you that the whole script has been checked.

**54** Click OK to end checking.

**55** Click the Close box to close the Spelling dialog.



**NOTE:** *At any time during spell-checking, you can close the Spelling dialog and return to the script by clicking the Close box.*

## Header

The Header contains text that will appear at the top of each page of the script. Though screenplays rarely have anything more than a page number and title in their header, most sitcoms and episodics require more information.

If you have been following the Tutorial and switched to the short script, you need to switch back to the script *Out4Life*:

*To switch to another open script:*

**56** Choose Windows > Out4Life.

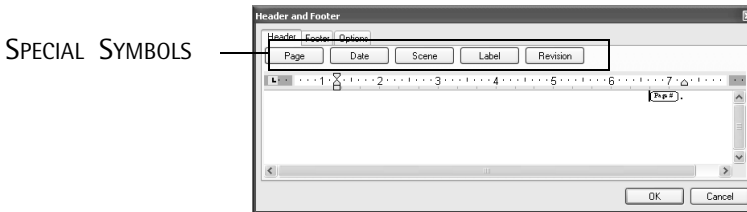
- or -

Choose File > Open, to open *Out4Life* if you closed it.

*Out4Life* becomes the active window.

**57** Choose Document > Header and Footer.

The Header and Footer window appears:



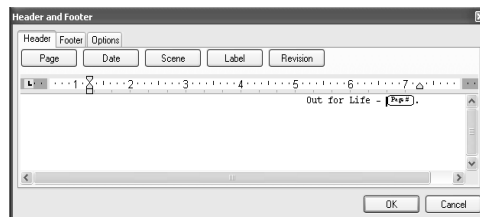
Whatever is entered in the Header will appear on the top of each page (except page one, unless it is set to do so in the Options tab of the Header and Footer window). You can type text directly into the Header. You can also include special symbols (for page number, date, scene number, label and revision), which serve as "placeholders" for their specific information.

By default, text in the Header is right-justified. The page number is automatically added to the Header. The special page symbol appears in a little rectangle. This lets you know that this is a special character and is not just text that was typed into the Header window.

**58** Click the insertion point to the left of the page symbol and type:

Out4Life -

Since the Header is currently right justified, any letters entered move to the left as they are typed. The Header and Footer window now appears as:



**59** Click OK.

**60** Scroll to the beginning of the script.

Notice that the header does not appear at the top of the first page. As mentioned, in most scripts, page numbering begins on page 2, rarely on page 1.

**61** To see the header, press the Page Down key a few times.

- or -

Click and drag the scroll bar at the right of the script window.

## Getting Help

Built into Final Draft is a detailed help system that contains information about program operations, all functions, each menu command, etc.

*To use Help:*

**62** Select Help > Final Draft Help.

– or –

(Windows) Whenever a dialog box is displayed, click the Question Mark button near the right edge of the title bar:



## Ask the Expert

Guidance, tips and insights are available from scriptwriting expert Syd Field, veteran television writer Larry Brody and accomplished playwright Jon Dorf. In addition, you can access and print the full text of the Writers Guild of America, west's *Creative Rights Handbook for Writers of Theatrical and Long-Form Television Motion Pictures*, *The Short-Form and Long-Form versions of The Writers Guild Standard Writing Services Theatrical Contracts* and *Television Contracts*.

*To Ask the Expert:*

**63** Select Help > Ask the Expert.

The Ask the Experts application is launched and the main window appears:



Similar to what occurs on Internet web pages, when the cursor is moved over any text in the Ask the Expert window, it changes into an arrow.

As the arrow moves over certain portions of the text, the text becomes highlighted. Like an Internet web page, click any highlighted text and additional windows of information appear.

**64** When you are done, click Exit from any window and the Ask the Expert application will be closed and return you to Final Draft.

## Using the Format Assistant

Final Draft is designed to automatically format a script correctly. But because formatting errors may accidentally occur while you are writing, the Format Assistant can alert you if a script has:

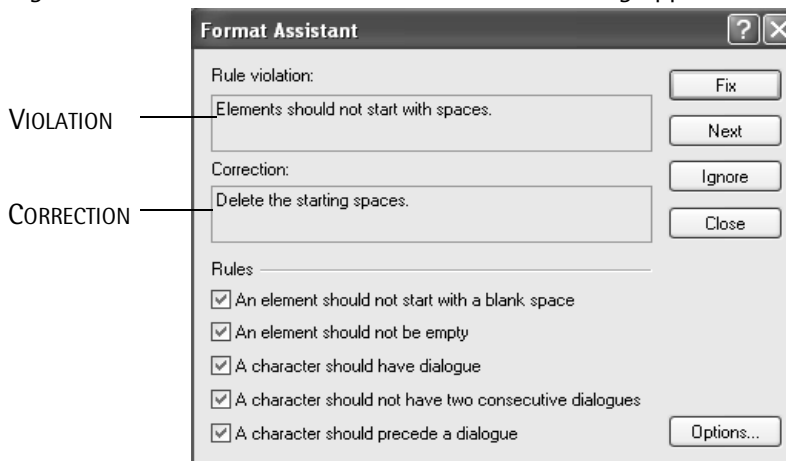
- Elements that begin with a blank space;
- Empty elements;
- Characters with no Dialogue;
- Characters with two consecutive Dialogues;
- A Dialogue without a Character preceding it.

The sample *Out4Life* script intentionally contains a few formatting errors. Let's check the script (make sure *Out4Life* is open).

*To check for common formatting mistakes:*

**65** Choose Tools > Format Assistant.

The Format Assistant now searches for errors. It initially finds that there is an extra space at the beginning of an Action element. The Format Assistant dialog appears:



The pertinent section of the script has been selected:

```

                BOB
            No, perfect timing. We're just
            getting done feeding the baby.
            Come on in.

Bryan enters the house, wipes his feet and closes the door
behind him. As he follows Bob down the hall he gestures
upwards with his hands and eyes as if saying "why me?".

                BOB (CONT'D)
            Any trouble finding the place?
  
```

**66** Click Fix.

The error is corrected. The next error is automatically found and selected:

```
BRYAN (CONT'D)
...and all you have to do is sign
right here and here...
BRYAN (CONT'D)
```

The Format Assistant dialog indicates:

Rule violation:
Characters must have dialogue.
Correction:
Delete the character.

**67** Click Fix.

The error is corrected. Since there are no additional errors, the Format Assistant dialog now indicates:

Rule violation:
No more errors found.

**69** Click Close.



**NOTE:** By default, the Format Assistant will automatically be run whenever you print. You can disable this feature from the *File > Print* dialog or from the *Tools > Format Assistant > Options* dialog. See the *Tools Menu* section on the Format Assistant for complete details.

## Previewing the Script Before Printing

At this point, we want to see what the script will look like when it is printed.

**69** Select File > Print Preview.

**70** Use the scroll bar to view other pages.

There are buttons that allow you to Print, view One Page at a time or Two Pages at once, or Close and return to the script window.



**NOTE:** *You cannot edit or change the script while in Print Preview.*

**71** Click the Close button when done.

## Printing the Script

**72** Select File > Print.

Depending on the printer you are using, the appropriate print dialog is displayed.

There are a number of options specific to Final Draft. None of them need to be set at this point.

**73** Click OK to begin printing.



**NOTE:** *The Print dialog initially defaults to having the Format Assistant run before anything is printed. If errors are found they can be corrected before printing. Once any errors are corrected, File > Print will have to be selected again in order to print the script.*

*If no errors are found the script will be printed.*

## Comparing Scripts

It is often useful to see the differences between versions of a script. Let's change some text in *Out4Life* (make sure *Out4Life* is open). We'll work on the last page of the script.

**74** Scroll to the end of the script and click the insertion point.

**75** Using the mouse or the arrow keys, move the insertion point to the end of the Action paragraph that begins with:

```
Bryan reaches...
```

**76** Select \$20 and delete it.

The edited script now looks like:

```
Bryan reaches into his pocket and pulls out a thick wad of  
bills.
```

We will now save the script, under a different name.

**77** Choose File > Save As.

**78** Change the script's name to something like *Out4Life2*.

**79** Click Save.

**80** Choose Tools > ScriptCompare. The standard Open dialog appears.

**81** Choose the script the current script is to be compared with (in this case) *Out4Life*, and click Open.

After the two scripts are compared a new script appears. It contains text from both scripts with the text from *Out4Life* in blue and the changed text from *Out4Life2* in red.

RED TEXT	—	<del>Bryan reaches into his pocket and pulls out a thick wad of bills.</del>
BLUE TEXT	—	Bryan reaches into his pocket and pulls out a thick wad of \$20 bills.
INDICATES	CHANGES	

This new document is named *Out4Life2Changes* and can be saved for future reference, if you desire. We won't save it at this time.

**82** Choose File > Close and click No to the Save Changes? dialog.

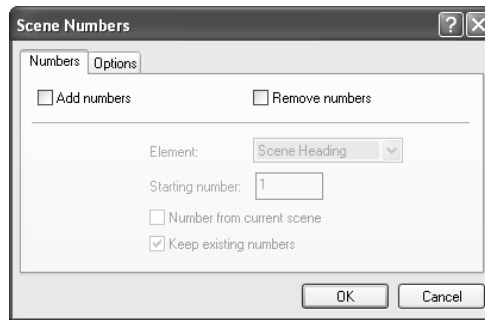


## Scene Numbering

Traditionally, scenes are not numbered until pre-production begins. If you are submitting a script, we suggest that you do not number the scenes. However, we suggest that you become familiar with the scene numbering process (as well as explore other features of a production script).

*To number scenes:*

**83** Choose Production > Scene Numbers. The Scene Numbers dialog appears:



**84** Click the Add Numbers checkbox (Windows) or the Number/Renumber checkbox (Mac OS). Leave the other default settings as they are.

**85** Click OK.

Following standard screenplay format, scene numbers are assigned to the Scene Headings only:

SCENE NUMBERS	2	EXT. STREET OUTSIDE BRYAN'S APARTMENT - DAY	2
		- He crosses the street and gets into his big, beat up green 1979 Cutlass Supreme. He sits down, puts on his seat belt and unbuttons the top button of his pants. He grabs a piece of chewing gum off the dash and throws the foil in the back seat, which is full of newspapers and take-out bags from McDonalds and Burger King.	
	3	I/E. BRYAN'S CAR - PHILADELPHIA STREETS - DAY	3
		- He drives through the streets of Philadelphia, passing various recognizable landmarks: City Hall, Independence Hall, the Liberty Bell.	
		- The car heads across the Walt Whitman Bridge, out of Philadelphia and takes an exit marked "NEW JERSEY TURNPIKE NORTH."	
		- The car sits stopped in traffic, which isn't moving.	
	4	I/E. BRYAN'S CAR - TURNPIKE - DAY	4
		Bryan grabs a watch which is sitting on the dashboard. He glances at it, sees that he is late.	



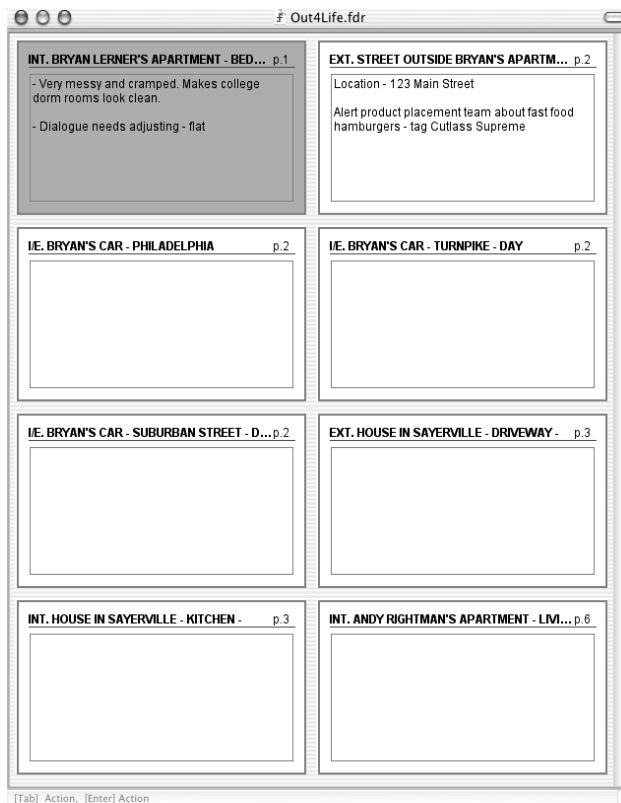
**NOTE:** *You can number any element, if desired.*

## Panels

Using the Panels System, the script can be viewed in different panels — Script view, Index Card view and Navigator view – as well as displayed in different ways which can be seen on the screen — individually or two at a time, splitting the screen vertically and horizontally.

The following barely touches on all the aspects of the Panels system. We *strongly* suggest that you read the complete *Panels* section of the *User Guide* to be able to determine how to adapt the system to your way of working.

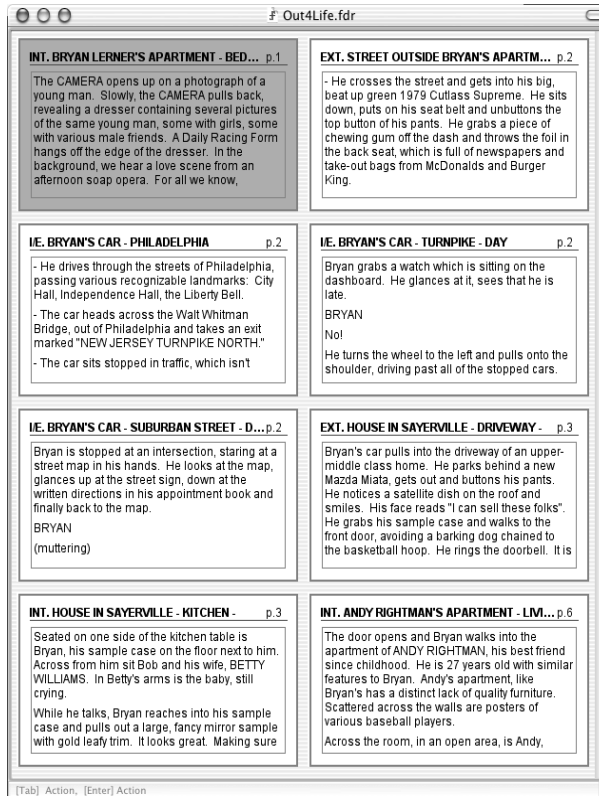
- 1 If it is not open, open the sample Tutorial script, *Out4Life*.
- 2 Choose View > Index Cards - Summary and the screen appears as (some notes have been entered for the first two scenes):



These are Summary Cards. There is one card for each scene. The top line of each card contains the scene's Scene Heading, Scene Number (if any) and Page Number. The cards are available for text to be entered – development ideas, notes, sequence or act markers, comments, locations, blocking...anything you feel is applicable.

In addition, there are two "sides" to every card.

### 3 Choose View > Index Cards – Script. The cards 'flip over' and the screen appears as:



The Script Cards contain the actual text of a particular scene.



**NOTE:** Though you can type in new text, edit text, etc. on Summary Cards, you cannot type or change any text on Script Cards.

The Navigator Command provides another method for viewing and moving through the script.

4 Choose View > Navigator.

---

- ▶ INT. BRYAN LERNER'S APARTMENT - BEDROOM - DAY
- ▶ EXT. STREET OUTSIDE BRYAN'S APARTMENT - DAY
- I/E. BRYAN'S CAR - PHILADELPHIA STREETS - DAY
- I/E. BRYAN'S CAR - TURNPIKE - DAY
- I/E. BRYAN'S CAR - SUBURBAN STREET - DUSK
- EXT. HOUSE IN SAYERVILLE - DRIVEWAY - DUSK
- INT. HOUSE IN SAYERVILLE - KITCHEN - DUSK
- INT. ANDY RIGHTMAN'S APARTMENT - LIVING ROOM - NIGHT

The Navigator view provides a consolidated, linear, top-to-bottom ordering of the scenes. The scene's Scene Heading and Scene Number (if any) are displayed. In addition, if any text has been entered in the Summary Card of a scene, the summary text may be viewed.

5 Select (click) the second scene, `EXT. STREET . . .` then (Windows) click the plus sign or (Mac OS) click the right-pointing arrow and the screen appears as:

---

- ▶ INT. BRYAN LERNER'S APARTMENT - BEDROOM - DAY
- ▼ EXT. STREET OUTSIDE BRYAN'S APARTMENT - DAY

**Location - 123 Main Street**

- I/E. BRYAN'S CAR - PHILADELPHIA STREETS - DAY
- I/E. BRYAN'S CAR - TURNPIKE - DAY
- I/E. BRYAN'S CAR - SUBURBAN STREET - DUSK
- EXT. HOUSE IN SAYERVILLE - DRIVEWAY - DUSK
- INT. HOUSE IN SAYERVILLE - KITCHEN - DUSK
- INT. ANDY RIGHTMAN'S APARTMENT - LIVING ROOM - NIGHT

Let's return to the script.

6 Choose View > Script - Page View.

7 Choose View > Split Vertically. A second panel containing the script is added and the screen now appears similar to:



The screen now appears with the Navigator in the left panel and the script in the right panel:



8 Click and drag the Resize Box to expand the panels.

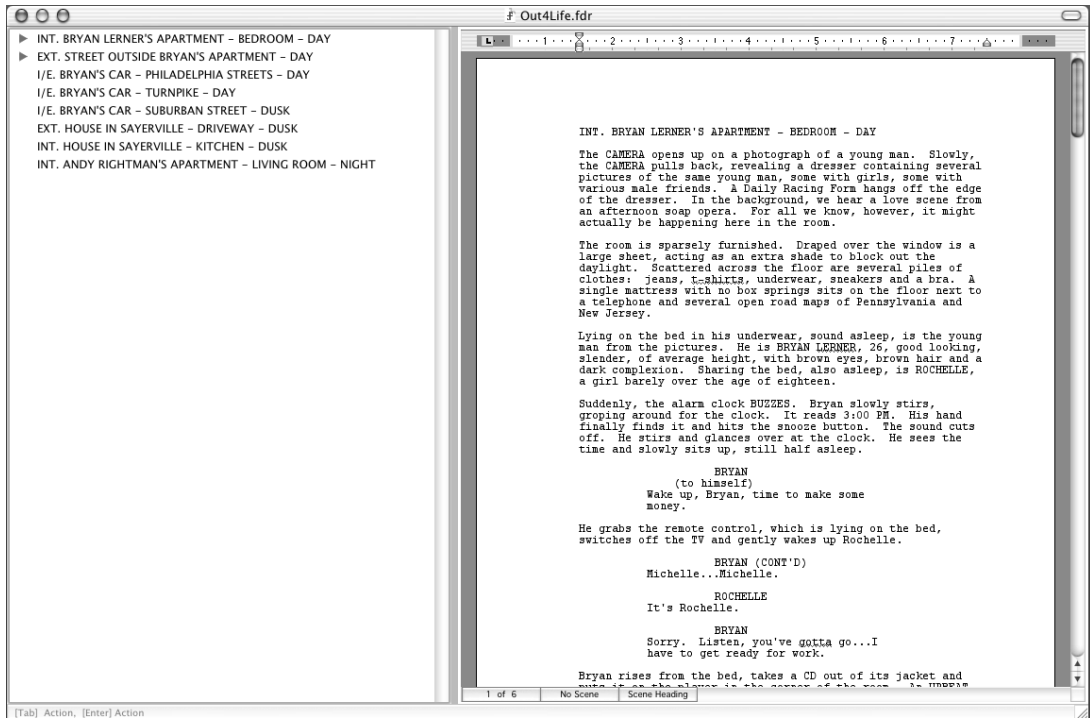


9 Move the cursor to the line dividing the two panels and it becomes a Splitter:

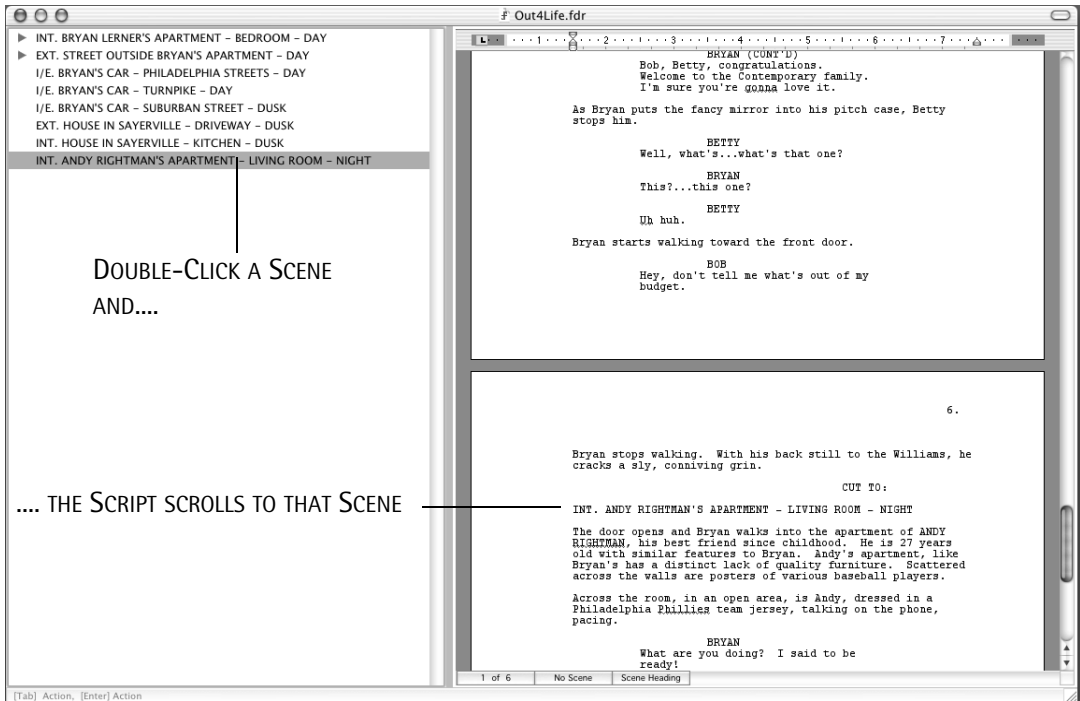


10 Use the Splitter to move the division between the panels.

When you have adjusted the size of the Final Draft window and its panels, the screen should appear similar to:



11 Double-click the last scene in the Navigator and the script scrolls to that scene:



NOTE: *This also applies to both Index Card views.*



There are many other uses for the panels system:

- Because many scenes are viewed at once they can easily be rearranged in the Index Card Views via drag-and-drop. As scenes are reordered or new scenes added, the changes are reflected in the script.
- With the script in both panels, you can see, for example, Act I and Act II, or page 3 and page 78, at the same time.
- Summary Cards are initially blank and available for text to be entered - for development ideas, notes, sequence or act markers, comments, locations, blocking... anything you feel is applicable.
- The number of columns of Index Cards displayed may be changed. The maximum is nine cards. Default is two cards.
- Either side of the Index Cards may be printed on any printer to regular paper or on special card stock made by Avery and other vendors. The card stock can be purchased from many most supply stores.

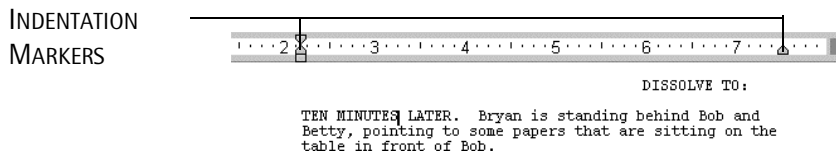


**TIP:** *Again, we strongly suggest that you read the complete Panels section of the User Guide to be able to determine how to adapt the system to your way of working.*

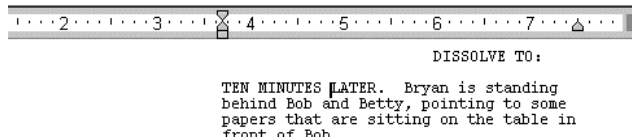
## Adjusting Element Indentations

Each Element paragraph has its own indentations. This enables Final Draft to automatically format the script as you write. An occasion might arise where you may wish to change them. For example, when a paragraph will not completely fit on a page, flowing over to the next page by just a few words, extending the individual paragraph's indentation will allow it to fit on the bottom of the desired page.

- 1 Place the insertion point in any paragraph (the example below uses Action).



- 2 Click and drag either the left or right marker and drag it to the left or right until positioned appropriately. For example:



Although the paragraph in question is still considered an Action paragraph, it has been assigned unique indentations which it will retain even if the Action indentations are changed in the Element dialog.

As with most operations in Final Draft, this can be undone:

- 3 Choose Edit > Undo (Paragraph Indent)

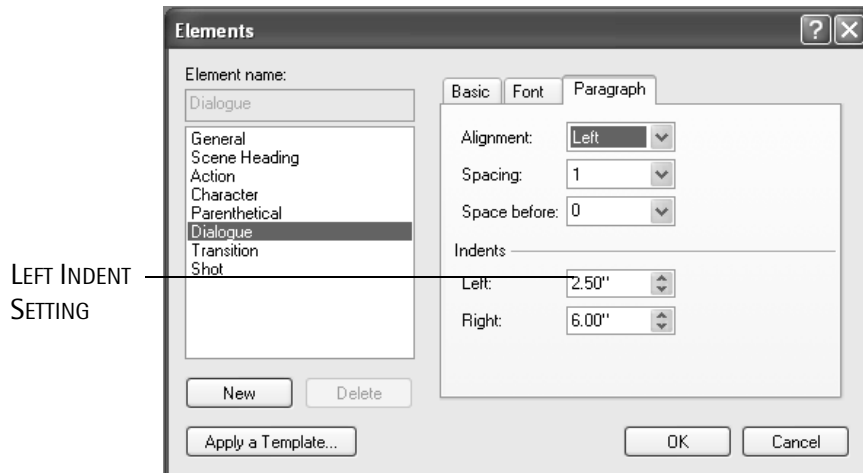
*To change the indentation of a particular Element throughout the script:*

- 4 Choose Format > Elements.

The Elements dialog appears. It contains the controls for all aspects of each element. It contains a list of the current elements as well as all the indentation, alignment, spacing and stylistic information for each Element.

5 Click (to select) the Dialogue element.

6 Click the Paragraph tab.



7 Change the Left indentation to 2.00" by clicking the down arrow four times.

8 Click OK.

All the dialogue indentations have been changed. If you wish, choose the Elements dialog again and set the Dialogue Left Indent back to 2.50".

## Text Document

Though primarily designed for writing screenplays, Final Draft can be also used for writing regular word-processed documents. As an example, a sample treatment has been provided.

*To open the sample text document:*

- 1 Choose File > Open.

The standard Open dialog appears.

- 2 Navigate to the Final Draft 7 folder.

- 3 Open the Final Draft 7 Stationery folder.

- 4 Open the Text Documents folder.

- 5 Open the document *Treatment*.

The document appears. Examine the menus. Notice that many of the commands have been disabled. These are all screenwriting-specific functions, not needed for general word processing.

Feel free to edit the document to see for yourself that Final Draft can be used as a normal word processor.

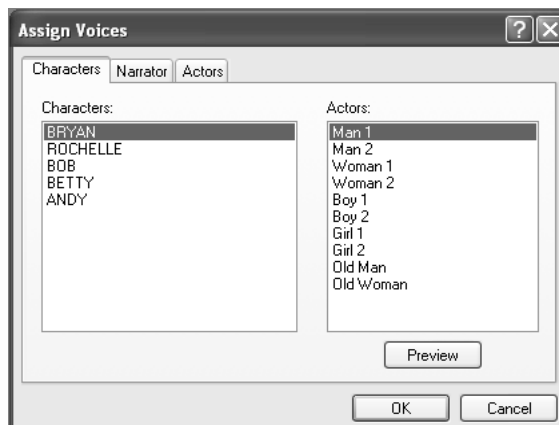
## Text to Speech

This feature allows a script to be read back to you by different characters (voices). It is powered by the text-to-speech engines built in to the Windows and Mac OS operating system. If you experience a problem with Final Draft's text-to-speech function, refer to your computer's manual about installing the proper software.



**NOTE:** *If Text to Speech has not been installed, the following options will not be available. See the Tools > Assign Voices section for installation instructions.*

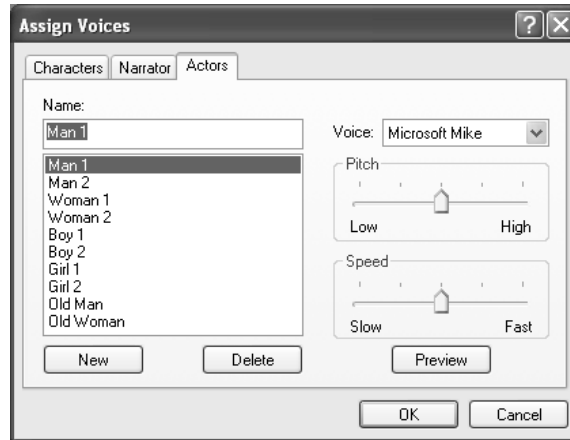
- 1 Make sure the *Out4Life* script is open and your computer's speakers are turned on.
- 2 Choose Tools > Assign Voices and the Assign Voices dialog appears:



The list on the left indicates the current characters and the list on the right indicates the different "actors" available.

Let's audition some actors by listening to them. Unlike normal auditions, you can also modify the actors' voices.

- 3 Click the Actors Tab and the following appears listing the Actors (voices) available:



*To audition the Actors and set their voices:*

- 4 Click any of the Actors and click Preview. The Actor will introduce him/herself.

*To change the Voice assigned to an Actor:*

- 5 Select a voice from the Voice pop-up menu.
- 6 Adjust the Pitch and Speed using the slider controls.
- 7 Click Preview to hear the adjusted voice.

You can also create new Actors or delete them.

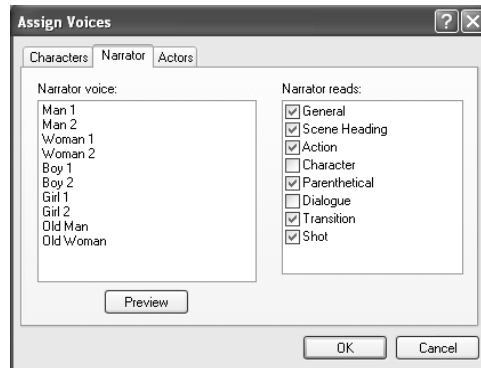
*To assign a Character to an Actor:*

- 8 Click the Character tab.
- 9 Click on one Character.
- 10 Click the Actor to speak the Character's lines. Click Preview to listen to the Actor's voice.

The Narrator has been assigned to read the non-speaking Elements of the script.

*To set the Actor(s) for the Narrator, and to set which Elements he/she reads:*

**11** Click the Narrator tab and the following appears:



**12** Click the Actor whose voice will be used for Narrator.

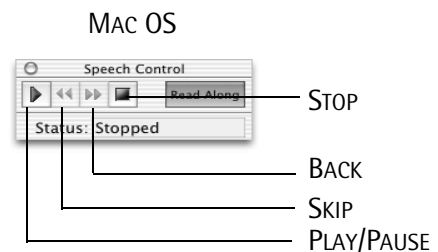
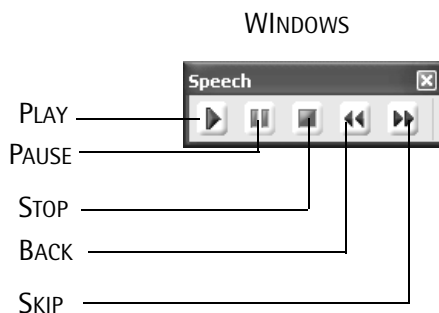
**13** Check the Elements which will be read by the Narrator. By default, the Narrator is set to read all elements except Character and Dialogue.

**14** When all Characters have been assigned to an Actor, click OK.

*To have the script read from the beginning:*

**15** Scroll to the beginning of the script and click the insertion point.

**16** Choose Tools > Speech Control and the following appears:



### Play

Begins the playback from the current insertion point (or Paused) position.

**Pause**

Temporarily halts playback.

**Skip**

Jumps to the next paragraph.

**Back**

Goes to the beginning of the previous paragraph.

**Stop**

Halts playback.

**18** Click Play to have the script read.

*When finished:*

**19** Click the Close box.



## Auto-Save and Auto-Backup

To help ensure that your work is saved properly, Final Draft contains some features that automatically save your text at specified intervals and also automatically create backups when the material is saved. Following is a description of these features. You may choose to change any or all of them.

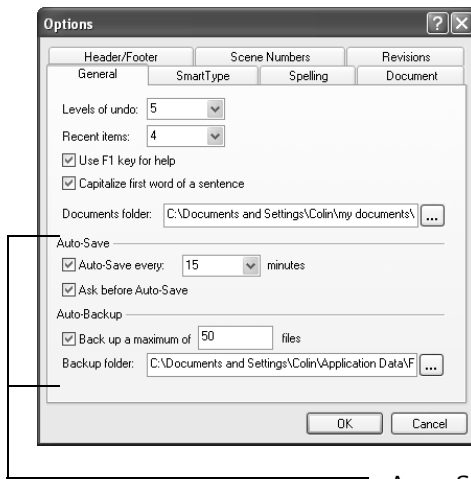


**IMPORTANT NOTE:** Initially, both the Auto-Save option and the Auto-Backup option are enabled.

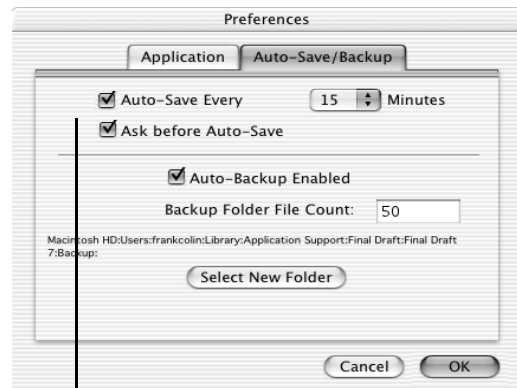
To view the Auto-Save and Auto-Backup options:

Choose Tools > Options (Windows) or Final Draft > Preferences (Mac OS X). The Options dialog (Windows) and the Preferences dialog (Mac OS) appear. Click the General Tab (Windows) or the Auto-Save Tab (Mac OS).

WINDOWS



MAC OS



AUTO-SAVE/AUTO-BACKUP

### Auto-Save Every pop-up menu

When this option is enabled, Final Draft automatically saves scripts after the time indicated in the Minutes pop-up has elapsed. Default is enabled.

(Windows) To have Final Draft automatically save at a frequency other than what is on the pop-up, type a number directly into the Minutes box.

With both Auto-Save and the Ask Before Option enabled (*see below*), if any changes have been made since the last save, when the specified time has expired a confirmation message will appear on your screen. You will be prompted to either save the script or cancel the scheduled save.



**NOTE:** *Even if the time has expired, Final Draft will not interrupt your typing to save the script. It will wait for approximately ten seconds of inactivity before triggering an Auto-Save.*

### Ask Before Auto-Save

When enabled, a confirmation message appears when Auto-Save is triggered (see above).

When disabled, the message does not appear and Auto-Save is automatically performed at the appropriate time. Default is enabled.

### Auto-Backup

Automatically saves a backup copy of the script every time a script is saved manually or by auto-save. Default is enabled.



**TIP:** *This features allows you to "recover" when you have saved a script and realized that you did not mean to do so.*

The backup copy will be named [date] [time] [filename].fdr. For example, if we saved the script *Out4Life* on June 15, 2005, at 1:37pm, the backup would be named *200506151337Out4Life.fdr*.



**NOTE:** *The backup contains the previous contents of the script.*

### Backup File Count Pop-Up

Sets the maximum number of files that will be saved in the folder at one time. As you save, older backups are automatically deleted so that you do not accumulate too large a number of files.

### Backup Folder/Select New Folder

Allows you to set the backup folder to a different location and name, if desired. For example, you could set it to save backups to another hard drive.

## Production Features Overview

The commands and functions in the Production Menu are used when a script is placed into production. Production scripts (shooting scripts) mean scene numbers, revision marks, revision pages (A and B pages, A and B scenes) and (without Final Draft) potential headaches for the writer. Final Draft contains all the functions required to track the changes and meet the challenges that production brings to the script (and the writer).



**TIP:** *We suggest that all scriptwriters understand what happens to a script when it goes into production, and we recommend reading the complete Production Menu section of the User Guide. For this tutorial, we will briefly explore three aspects of a production script – A and B scenes, A and B pages and revisions.*

Revisions keep track of all changes made to a production script. After a few hundred copies of a script have been printed and distributed, and then changes are made, it is imperative that each modification be clearly identified. When a line is changed here, some dialogue changed there, a new scene added, etc., Revision Marks clearly annotate the changes so they are obvious.

There is the problem of revisions changing the pagination of pages which follow any modifications. Consider what occurs when a paragraph or two is added to page 20. Normally, Final Draft would repaginate the pages that follow to allow for the new text. In production scripts, this would cause a problem because the rest of the script would have to be reprinted to accommodate the new pagination. Final Draft can **Lock** (prevent) the beginning of every page from changing. If an added paragraph causes a page to overflow, a *new* page is created to contain the overflow text, without affecting the pages that follow. This page will be numbered with the previous page number and a letter, starting with "A" and increasing as additional pages are added. In the example of page 20 above, the next page would be 20A followed by the original page 21, which will contain exactly what it previously had. Page 21 would not need to be reprinted because it remains unchanged.

During pre-production and production, shooting schedules and most other production coordination is organized by scene number. If new scenes are added, they must use A and B designations to prevent possible confusion and costly reworking of the shooting schedule. The Production > Scene Number > Numbers > Keep existing numbers option is used to maintain original scene numbering and to create A and B scenes.

Let's presume *Out4Life* is now in pre-production. You now have to add a few lines on the first page.

- 1 Open (or switch to) the *Out4Life* script.

- 2 If the script is not numbered, do so now (it is in production) – see above.

We need to make sure the pages are locked before we add any new text. Also, to make sure we note any revisions, we will enable Revision Mode.

- 3 Choose Production > Lock Pages. A message appears, asking if we wish to enable Revision Mode.
- 4 Click Yes.
- 5 Position the insertion point at the end of Bryan's last speech on the first page:

ROCHELLE  
It's Rochelle.

BRYAN  
Sorry. Listen, you've gotta go...I  
have to get ready for work.

PLACE INSERTION  
POINT HERE \_\_\_\_\_

- 6 Type: Last night was great. Let's get together again real soon... I'll call you... Maybe we can have dinner sometime...

The script now appears as:

ROCHELLE  
It's Rochelle.

BRYAN  
Sorry. Listen, you've gotta go...I  
have to get ready for work...Let's  
get together real soon...I'll call  
you...Maybe we can have dinner  
sometime...]

\* ] REVISION MARKS  
\*  
\*  
\*

Notice that the new text is in color, and a revision mark was placed in the right margin on every line that was changed.

If you scroll down, you'll see that the overflow text from page 1 is now on page 1A. This way, page 2 still begins at the same line it did prior to the revision.

- 7 Scroll down to page 2 and position the insertion point at the end of the text of scene 2:

2            EXT. STREET OUTSIDE BRYAN'S APARTMENT - DAY            2

- He crosses the street and gets into his big, beat up green 1979 Cutlass Supreme. He sits down, puts on his seat belt and unbuttons the top button of his pants. He grabs a piece of chewing gum off the dash and throws the foil in the back seat, which is full of newspapers and take-out bags from McDonalds and Burger King.

PLACE INSERTION

POINT HERE

8 Press Ctrl + 1 (Windows), or Command +1 (Mac OS), to create a new scene heading.

9 Type: I. Press *Tab* twice.

The Location SmartType List appears:



10 Use the down arrow to select "BRYAN'S CAR - PHILADELPHIA STREETS", and press *Enter/Return*.

Notice that this text, too, is entered in color, and a revision mark was placed in the right margin. Rather than continue to type, we will:

11 Choose Production > Scene Number.

12 Click the Add Numbers checkbox.

Note that Keep existing numbers is checked.

13 Click OK.

Notice that the new scene is now correctly numbered '2A'. All other scenes have retained their original number.

2A INT. BRYAN'S CAR - PHILADELPHIA STREETS

2A \*

3 I/E. BRYAN'S CAR - PHILADELPHIA STREETS - DAY

3

As you can see from this brief introduction, there is a lot to be concerned with in production scripts. But, Final Draft can keep it all together for you.

## Additional Topics

The following discusses a number of subjects we feel are important for every Final Draft user to learn.

### Making Backups

To guard against the loss of important information, making backup (duplicate) copies of your Final Draft scripts and documents should be a regular part of your routine. The importance of making backups frequently cannot be emphasized enough. Unfortunately, most people do not take this advice seriously until they have lost valuable data, either from computer hardware failure, from accidentally erasing an important document, from having a computer stolen, or having the computer destroyed in a fire or accident. If you ever experience problems, it is easy to copy the document from the backup to another computer so you can continue writing.



**NOTE:** *Making backups of your files should not be confused with the File > Backup command, which allows you to save (or archive) different versions of your files (see next topic).*

Whether you make backups every day, every other day, or weekly depends on the amount of work you do. Backing up takes a few moments; trying to recreate a script may take months (or longer).

It does not matter whether you back up to floppy disks, other hard disks, Zip™ disks, Jaz™ drives, CD-R/Ws or other removable media. *The important point is to make sure backups get made frequently.*

Also, it is wise to make two copies of every document, on different disks. The worst case scenario is that while you are in the process of backing up, there is a power outage or computer failure — possibly damaging both the original and the copy. By always making two separate backups, you are insured of always having at least one reliable copy.

Another suggestion is to email the script to a friend or relative as a backup.

## Tracking Versions

Besides making backups, many writers also prefer to keep copies of the many versions of their work, so that they can monitor any changes. There are a number of methods of doing so, but the simplest is to use the File > Backup function.

- 1 Choose File > Backup.

The standard Save dialog appears, with the file's name plus today's date added.

- 2 Navigate to where the script should be saved.
- 3 Click OK.

Repeat this process any time before major changes are begun.

Make sure you make backup copies of all versions.

## Transferring Final Draft Documents Between Computers

Final Draft is completely cross-platform compatible. That is, any Final Draft script may be read by any copy of Final Draft (version 5, 6, 7), whether the computer is Windows or Macintosh. At times it may be necessary to transfer a Final Draft script (or other document) between different computers.

Documents (files) may be transferred between computers via a disk, a CD (or other removable media), over an internal network, or via email. It does not matter whether you are transferring from a Windows computer to a Windows computer, a Windows computer to a Macintosh computer, a Macintosh computer to a Windows computer, or a Macintosh computer to a Macintosh computer - the process is the same. However, a copy of Final Draft must be installed on each computer in order for the file to be read.

In the following, **source computer** refers to the computer on which the file is initially stored, and the **destination computer** refers to the computer to which it is to be transferred.

The following presumes you know how to mount (insert) floppy disks (or other removable media), how to open them, and how to copy files. If you are not familiar with these operations, refer to your computer owner's manual.



## Manually Transferring Between Computers

*To transfer a file between source and destination computers that have the same operating system (Windows to Windows, or Macintosh to Macintosh):*



**NOTE:** *The script (file) to be transferred should not be open in Final Draft. Choose File > Close or File > Exit/Quit prior to any transfer.*

- 1 On the source computer's desktop, open the folder containing the document you wish to transfer, so that the document's name or icon is visible.
- 2 (Windows) Insert the floppy disk (or other removable media) in the appropriate drive, open the My Computer folder, then open the appropriate drive, so that the floppy disk (or other removable media) appears on the desktop. This disk is now the transfer disk.

(Windows XP) Choose Start > My Computer.

(Mac OS) Insert the floppy disk (or other removable media) in the appropriate drive. The disk will appear on the desktop. This disk is now the transfer disk.

- 3 Click and drag (copy) the document to be backed up to the transfer disk's window.
- 4 Copy any other documents that need to be transferred, too.
- 5 Once all copying is completed, close the transfer disk's window and eject the disk (Windows); eject the transfer disk (Mac OS).
- 6 Bring the transfer disk to the destination computer.
- 7 On the destination computer's desktop, make sure the folder to which the file is to be transferred is either visible or open.
- 8 (Windows) Insert the transfer disk in the appropriate drive, open the My Computer folder. Open the appropriate drive, so the transfer disk appears. Open the disk so its contents are visible.

(Windows XP) Choose Start > My Computer.

(Mac OS) Insert the transfer disk in the appropriate drive. Open the disk so its contents are visible.

*To transfer a file between source and destination computers that have different operating systems (Windows to Macintosh, or Macintosh to Windows):*



**NOTE:** *(Mac OS) Make sure the extension ".fdr" is added to a script's name before you transfer it to a Windows computer. Windows will not recognize the file without an extension.*

Follow the same steps as above, except have the transfer disk formatted for Windows (DOS). Every Macintosh (except very old ones) has the capability to read and write to Windows (DOS) disk format. Windows computers *cannot* read Macintosh disks (unless they have special software installed).



**NOTE:** *(Mac OS) You must open the file by choosing File > Open rather than by double-clicking it.*

## Transferring Files Between Computers on Internal Networks

Because there are many different types of internal networks, precise instructions for transferring files within each one cannot be provided here. You will need to consult with your Network Administrator to learn the specific instructions for your network to transfer a file.

In general, most networks will allow you to access the source computer (or destination computer) on your computer's desktop. Files can then be located and copied to the appropriate computer and folder.

## Transferring Files With Email

Another way to transfer files is by email. Your computer must be previously set up to have internet access, with all the accompanying hardware and software.

Once set, all you need to know is the email address of the recipient, and that they also have a copy of Final Draft.

Then choose the File > Email command to send the file.



**NOTE:** *This method provides a shortcut to using your email program. The script is sent as an attachment.*



**NOTE:** *Some email programs and Internet service providers automatically zip (compress) file attachments. Consult the Help Section of your email program or your Internet provider to disable compression if you are unfamiliar with how to use it.*

## Don't Stop Here

We have briefly explored many of Final Draft's basic features. As you have learned, there are many options for making the typing of repeated phrases and correct placement of screenplay elements effortless and easy.

Keep in mind that there is usually more than one way to accomplish a typing or formatting task. Adding a new paragraph of any type can be done by using the *Tab* and *Enter/Return* keys, using the *Control/Command* element shortcuts, or by invoking a Macro.

We suggest you take time to play with Final Draft. Feel free to experiment using a copy of the sample *Out4Life* script, or with one of your own.

Explore all of Final Draft's menus and features so that you will be able to make educated choices about how to use Final Draft most effectively for the way you work.

You will find that Final Draft is packed with many powerful and useful features not covered in this section. We encourage you to read all the sections of the *Final Draft User's Guide*. The complete *Final Draft User Guide* is located in your Final Draft 7 folder, in Adobe Acrobat (PDF) format.

You may find these features invaluable as you develop, write and eventually rewrite your scripts. You can certainly write a complete, properly-formatted script using just the basic techniques discussed here, but realize that this tutorial merely scratches the surface of Final Draft's power to help you write more effortlessly than ever before.

The sections of the *User Guide* include:

- Menus - explains all of Final Draft's menu commands.
- Elements - describes how to modify the standard script elements and their indentations, and how to create new ones.
- SmartType Lists - further details about this feature and how to use it effectively.
- Header and Footer - explains how to change the text in the Header/Footer.
- Reformatting - shows you how to change the elements that may have been entered incorrectly.
- ScriptNotes - describes how to create and use handy notes, without taking up space in the script.

- Panels – details how to interactively rearrange scenes and views as well as annotate Summary Cards.
- Spelling and Thesaurus – details how to check for misspellings and how to look up synonyms, etc.
- Macros – learn how to modify keystroke shortcuts to enter the text you need.
- Text Documents – explains how to use Final Draft to word-process any document, not just a script.
- Toolbars – learn how to customize the Toolbars.
- CollaboWriter – details how to discuss and rewrite your script with associates over the Internet.
- Tagger – describes how to take the data in the script, mark it and transfer it to production management programs.
- Shortcuts – lists all the keystroke shortcuts and combinations available.

## Glossary

This glossary contains brief definitions for screenwriting, film production and computer terms and phrases. Final Draft specific terms are noted by [FD].

### "A" and "B" Pages/Scenes

Refers to any additional pages added to a **Production Script**. Once a script becomes a **Production Script**, page and scene numbering cannot change. To keep them consecutive and so that they will fit with older versions of the Production Script, the letters "A," "B," "C" (and so on) are added to page and scene numbers in order to keep the pages in order. For example, if two pages are added between pages 78 and 79, they are numbered 78A and 78B.

### Act, Three (Act) Structure

Classic dramatic structure of a story containing a beginning, middle and end. Television may impose artificial (commercial) breaks that may divide up an act, but the three-act structure remains.

### Action

A sequence of events in a script, visuals that have their purpose in plot development, which may include physical and psychological action; the movement of the subject within the camera field of view; an **Element** in Final Draft.

### ACTIVATE [FD]

Allows Final Draft to be used on a specific computer without restrictions.

### Angle

The relationship between the camera's position and the subject of the shot.

### ANGLE ON

Used to emphasize a specific object in a shot to indicate that a different camera angle is to be made of a previous shot.

### ASCII (file)

Acronym for American Standard Code for Interchange Exchange. An ASCII file, also called a **text file**, can be read by most computer word processors.

### Available Memory

Random access memory (RAM) not committed to the computer's operating system (like Windows or Macintosh) or other programs that are currently opened.

**BACK TO SCENE**

The camera reverts to its original shot position from another.

**Background (b.g.)**

Any action or object(s) which is secondary to the main action and which appears far away to the main action, and which serves as a backdrop for that action. Always abbreviated in lower-case letters with periods after each letter.

**Backup Copy**

To guard against total loss of important information, a duplicate copy of a computer **file**, usually saved on a **diskette** or other **removable media**, and placed in a safe, separate place. Making two backup copies of important data should be a regular part of any computer use.

**Beat**

In a screenplay, this term is used to indicate a pause in a character's speech or action. Also refers to actions or incidents within scenes.

**Bit**

A single element (1 or 0) of computer information/memory (see **byte**, **kilobyte**, **megabyte**, **gigabyte**).

**Breakdown (Breakdown Script)**

Detailed analysis of a screenplay which is used to create the **Shooting Schedule**. Organizes the script into related scenes, locations, sets, characters and props. Also used for determining all the expenses for a film's budget.

**Bookmarks [FD]**

Placeholders within a Final Draft script, whose placement is determined by the user.

**Byte**

A unit of computer memory or storage, composed of 8 **bits**. One byte represents one character (a letter, a number, etc.).

**Caret (Insertion Point)**

On a computer screen, the flashing (blinking) vertical line (**I-beam**) that indicates where the next character that is typed will be placed.

**CD-ROM, CD-ROM Drive**

A special removable plastic disk which contains data; the part of the computer that can read the information on CD-ROMs.

### **Character**

The various real or fictitious individuals who take part in a screenplay; an **Element** in Final Draft. The very first time a character is introduced into the screenplay, the name is capitalized. Always capitalized before dialogue. In Final Draft, it refers to the paragraph that contains a Character Name.

### **Character Extension [FD]**

Enclosed in parentheses next to the **Character Name**, it describes where the speech is coming from - off screen, voice over, etc.

### **Character List [FD]**

The list of all characters contained in a script.

### **Change Pages**

See **Revision Pages**.

### **CLOSE SHOT**

Camera shot that includes only the head and shoulders of a character. Always typed in capital letters.

### **CLOSE UP (C.U.)**

Camera shot that closely emphasizes (isolates) a detail in a person, animal or object. Always typed in capital letters, and is usually abbreviated.

### **Color Picker**

A mechanism that allows a color to be chosen, usually from a color wheel. Every operating system has its own picker, but the operations are the same.

### **Command**

An instruction that tells the computer what to do next. Commands may be executed by typed characters, a special key, a combination of typed characters or keys, a menu choice, or a mouse action.

### **Continued(s)**

At a **Scene Break**, used to indicate a scene has not been completed at the end of a page (at the **page break**) and the beginning of the next page. At a **Dialogue Break**, used to indicate a **character's** speech has not been completed at the end of a page and that the speech is a continuation of one from the previous page.

### **Cover Page**

See **Title Page**.



**Courier**

Computer font that most closely simulates typewriter type. Most submitted scripts are written in Courier. Because a screenplay's appearance is important, the use of any other font is not advised.

**Cursor**

An on screen pointer that follows the movements of the computer's mouse.

**CUT/CUT TO**

Instantaneous **transition** (change) from a scene (or a shot, or another person) to another. Always typed in capital letters.

**Dialogue**

A **character's** speech; a conversation between two or more people; an **Element** in Final Draft.

**Dialogue Breaks**

When **dialogue** "spills" over one page onto the next because of its length, and has to be split into sections. The phrase (MORE) indicates there is additional dialogue to follow on the next page, and the phrase (CONT'D) appears at the top of the page, indicating the dialogue is continuing from the preceding page.

**Dissolve**

**Transition** from one scene, which fades out, as another simultaneously fades in. Dissolves are also used to indicate a lapse of time and/or of place.

**Disk, Diskettes, Disc**

A form of removable magnetic storage, used to transfer/store information from a computer.

**DOLLY IN/DOLLY OUT**

Camera movement towards or away from a subject, involving physical movement of the camera. Always typed in capital letters.

**Drama**

A story of adventure or conflict told through a series of related events.

**Drag and Drop**

Computer process of using a mouse to select and move text (a single word or entire pages) from one location to another without having to use the commands Cut and Paste.

**Drive**

The part of a computer used to read and write data.

## Effects

See **Sound Effects**, **Special Effects**.

## Elements [FD]

The types of paragraphs (styles) used in a screenplay: **Scene Heading**, **Action**, **Character**, **Par-  
enthetical**, **Dialogue**, **Transition** and **Shot**.

## Exporting

The process of converting (translating) a Final Draft document, so the information in it may be used in other computer programs.

## Exterior (EXT.)

**Scene Intro** which indicates that a scene takes place, or is supposed to take place, outside. Always abbreviated in all capital letters.

## EXTREME CLOSE UP (E.C.U.)

Camera shot that is extremely close to a subject, used to emphasize some particular detail. Always typed out in full in capital letters.

## EXTREME LONG SHOT

Camera shot usually taken from a long distance away from the subject. Always typed out in full in capital letters.

## FADE IN/FADE OUT

Smooth, gradual **transition** from complete blackness to a scene (fade in); gradual transition from a scene to complete blackness (fade out). Always typed out in full in capital letters.

## File

Computer term for a specific collection of computer data. In Final Draft, a file refers to a document, usually a script.

## Film

See **Motion Picture**.

## Foreground (f.g.)

The area of the scene (objects or action) which is closest to the camera. Always abbreviated in lowercase letters with periods after each letter.

## FREEZE FRAME

Camera direction (which is really an optical printing, or other, effect) where a single frame is repeated over time to give the illusion that all action has stopped.

**Function Key**

Special keys on a computer keyboard (labeled F1 through F12) that may have special commands assigned to them. In Final Draft, Function Keys have built-in functions, but the user can assign different commands to them, if desired.

**Gigabyte**

A unit of computer memory or storage, composed of one billion **bytes**.

**Hard Disk/Hard Drive**

A fixed (sealed) device used to write, store and retrieve computer data.

**Header [FD]**

Text that appears at the top of a page, such as page numbers.

**Hold**

See **Keep**.

**I/E (Int./Ext.)**

Refers to shots taken in both an interior and an exterior. For example, a police chase where we start inside a car and the camera moves outside the window when the character leans out to shoot a gun

**Indentation**

Refers to the left and right **margins** of a Final Draft document

**Insertion Point**

Refers to the blinking **caret** which appears where typed or inserted text will be placed in a Final Draft document.

**Index Cards Views**

These views mimic the traditional way in which scripts have been developed, fleshed out and annotated. Each card contains one scene. Cards are ordered in a left-to-right, top-to-bottom fashion. There are two "sides" to every card. The Summary side initially is blank and is available for text to be entered – for development ideas, notes, sequence or act markers, comments, locations, blocking... anything you feel is applicable. The Script side contains the actual text of a particular scene.

**Importing [FD]**

The process of converting (translating) information (data) from other computer programs so it can be used as part of a Final Draft document.

### **Insert**

A shot within a scene which calls attention to a specific piece of information, usually an inanimate object.

### **Installation [FD]**

The process of loading the Final Draft program and all associated files onto a computer so that they may be used. Different from **Activation**.

### **Interior (INT.)**

**Scene Intro** which indicates that a scene takes place, or is supposed to take place, indoors; a set representing an indoor scene. Always abbreviated in all capital letters.

### **Isolate**

Tight focus on an object or person.

### **Keep**

In **production scripts**, refers to scene numbers and page numbers which must be kept (held) the same, and not changed from their original number.

### **Key [FD]**

See **Activation**.

### **Keystroke Shortcut**

A keystroke, or combination of keys, that initiates a **command** or other function.

### **Kilobyte**

A unit of computer memory or storage, composed of a little more than one thousand **bytes**.

### **LIGHTS UP**

**Transition** used in Stage format, denoting the beginning and discovery of a scene by the illumination of lights onto a particular area of the stage.

### **Location**

The actual (physical) setting for a production; a part of a **Scene Heading** which describes where the scene takes place.

### **LONG SHOT**

Camera shot that is taken at a considerable distance from the subject, usually containing a large number of background objects. Always spelled out in capital letters.

**Macro [FD]**

Text which can be entered with a single keystroke, usually containing words or phrases that are frequently repeated.

**Margin**

The amount of space left unused at the top and bottom, and right and left, of a printed page.

**MEDIUM SHOT (MED. SHOT)**

Camera shot often used to describe a shot of character approximately from the waist up.

**Megabyte**

A unit of computer memory or storage, composed of one million **bytes**.

**Menu**

Computer display of choices (**commands**).

**Memory**

Refers to a computer's random-access memory (RAM), the temporary storage area used by a program and its associated data.

**MONTAGE**

Scene heading which indicates a rapid succession of shots.

**Motion Picture**

A sequence of still pictures, usually including sound, in a specified order, showing objects at successive intervals of time, which gives the illusion of motion.

**MOVING/MOVING SHOT**

Camera shot which follows whatever is being filmed.

**More(s)**

Used to indicate that a **character's** speech has not been completed at the end of a page and that the speech is a continuation of one from the previous page. See **Dialogue Break**.

**Narration**

Off-screen commentary, which is heard over the **action**. Also referred to as a **voice over**.

**Navigator View**

This view provides a consolidated, linear, top-to-bottom ordering of the scenes. The scene's Scene Heading and Scene Number (if any) are displayed. If any text has been entered in the Summary Card of a scene, the first line of summary text may be viewed.

### **Off Screen (O.S.)**

A **Character Extension. Dialogue** or sounds heard while the camera is on another subject. Always abbreviated in all capital letters and enclosed in parentheses.

### **Outline**

A complete story broken down into its component **beats, scenes, sequences** and **acts**, before **dialogue** is written.

### **Page Break**

Where one page ends and another begins. Final Draft simulates this break on screen with a line.

### **Pan**

Camera shot (from the word panorama) where the camera moves gradually from right to left or left to right, without stopping; to slowly move to another subject or setting without cutting the action.

### **Parenthetical**

Indicates dialogue should be delivered in a certain way; an **Element** in Final Draft. Should be no more than a few words.

### **Point of View (P.O.V.)**

Camera position that views a scene from the viewpoint of a particular character. Always abbreviated in capital letters with periods after each letter.

### **Production Script**

A script that includes scene numbers, camera angles, inserts and direction notes. All page numbers and scene numbers remain unchanged, no matter if any text is added or deleted from the script (see **A and B Pages/Scenes, Revised Pages**).

### **RAM**

Random Access Memory, see **Memory**.

### **Reformatting [FD]**

The process of changing **Element** paragraphs from one to another.

### **Removable Storage**

Storage on disks that can moved from computer to computer (diskettes, Zip™ disks, Jaz™ drives, Syquests™, etc.)

### Revision(s)

In **Production Scripts**, any modified or new text (revised text) needs to be designated as such via marks in the margins (like asterisks).

### Revision Pages

When a **production script** is being edited, changes are distributed to the actors and crew on "change pages," which are generally a different color from the original pages of the script, and follow a set hierarchy of color pertaining to the revision number.

### Scene

A single cohesive unit of narrative, usually confined to one location at one particular time.

### Scene Breaks

When a scene "spills" over one page to another because of its length, and has to be split into sections. The phrase (CONTINUED) indicates there is more to the scene to follow on the next page, and the phrase CONTINUED: appears at the top of the page, indicating the scene began on the preceding page(s).

### Scene Continued(s)

See **Scene Breaks**.

### Scene Header (Header)

Found in a **Sitcom** script; indicates Int./Ext., location of scene and Day/Night; also may contain a list of the **characters** in the scene, **special effects**, **sound effects**, or other pertinent information.

### Scene Heading

Used at the beginning of all scenes, a short description which indicates where and when the scene takes place. Always typed in capital letters. Sometimes called a Slug Line.

### Scene Intro [FD]

The part of a **Scene Heading** whether a scene takes place indoors, outdoors, etc.

### Scene Number

Indicates the sequence number of a particular scene. Scene numbers are used only in **Production Scripts**.

### Screenplay

A script for a feature film, that is (or could be, and hopefully will be) made into a **motion picture**. Generally 90 to 120 pages in length.

### **Script**

Text of a screenplay, including dialogue and action. In the director's form (a **production script**), scene numbers and sometimes camera shots and moves are added.

### **ScriptNote [FD]**

Pop-up windows that contain your ideas, notes or messages about a script. These notes can be placed anywhere in the script.

### **Sequence**

A group of connected scenes that moves a story forward. A feature script usually has between seven and ten sequences.

### **Sitcom (Situation Comedy)**

Usually refers to a television comedy in which the humor is derived from situations or predicaments of the characters, rather than on incidents or gags.

### **Shooting Schedule**

A production schedule for shooting a film with the scenes from a script grouped together and ordered with production considerations in mind.

### **Shooting Script**

See **Production Script**.

### **Shot**

The basic unit of a motion picture. A moving image of objects, persons, buildings and/or landscapes.

### **Slug Line [FD]**

See **Scene Heading**.

### **Smart Type [FD]**

Provides an automatic type-ahead facility for entering a **Character Name**, **Location**, **Extension**, **Time** and **Transition** in the script; used to avoid repetitive typing.

### **Sound Effect (SFX)**

Special effects which require some type of technical sound reproduction or manipulation.

### **Special Effect (EFX, FX)**

To creatively produce a scene different from what was originally shot by altering or manipulating the image digitally, optically or chemically.



**Spec Script**

A "speculative" feature, television or stage script not commissioned by a studio, producer or other production entity and available for purchase.

**SUPER (Superimpose)**

The effect of showing one image over another. Always typed in capital letters.

**Text File**

See **ASCII**.

**Text Document [FD]**

This mode eliminates all screenwriting-related options and functions, so that Final Draft may be used as a "normal" word processor.

**Three-Camera Format**

A script format used in television production.

**Time**

The part of a **Scene Heading** which indicates the time of day.

**Title Page**

Includes the title, centered in the upper third of the page, the writer's name, contact information (address, phone), copyright and registration number (optional).

**Toggle [FD]**

A command that behaves like an on/off switch. That is, it switches between one state and another.

**Transition**

Indicates the end of a scene; an **Element** in Final Draft. Always typed in capital letters.

**Treatment**

Summary of a story, integrating all its elements, detailing the plot, and providing a sense of who the characters are, including their motivations.

**TWO-SHOT**

Camera shot of two people, usually from the waist up.

### VOICE OVER (V.O.)

A **Character Extension**, where a character's voice is heard over a scene, as in narration, a tape-recorded voice, or a voice heard over the phone. Always abbreviated in capital letters with periods after each letter and enclosed in parentheses next to the **Character Name**, capitalized and spelled out in the script.

### WIDE SHOT

See **Long Shot**.

### WIPE

A wide variety of patterned **transitions** in which images seem to move (or push) other images off screen.

### ZOOM IN/ZOOM OUT

A quick transition from a **long shot** to a **close shot** or the reverse, usually achieved by manipulating the camera's lens.

# File Menu

## About the Menus Sections

Final Draft's menus are explained from left to right in the menu bar so they can be easily referenced. Many menu commands are also covered in other sections of this *User Guide*, while some are explained only in this chapter.



**NOTE:** *Final Draft is continually being updated and new features are added (mostly from user feedback). The menu structure and even the commands may change. If you encounter commands that are not explained, check for any "Read Me" or "New Features" files in the Final Draft folder. These text files provide overviews of new features that were added.*

Also, check our Internet site at [www.finaldraft.com](http://www.finaldraft.com) for the latest information and downloadable files.

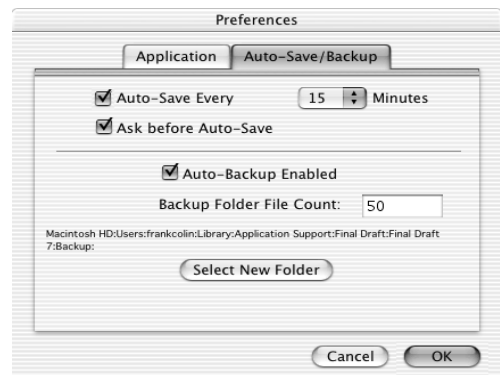
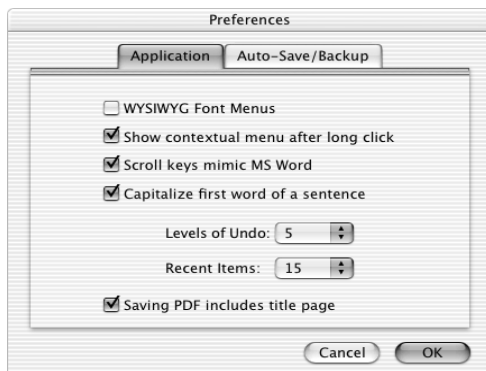
## Preferences (Mac OS)

For similar functionality in Mac OS X, choose Final Draft > Preferences; for Windows, refer to Tools > Options.

Preferences are settings that allow control over how a number of Final Draft features operate. Settings are saved between sessions.

*To set Preferences:*

- 1 Choose Final Draft > Preferences, and the Preferences dialog appears:



- 2 Click the desired tab and make any changes.
- 3 Click OK to apply the settings.

## Application Preferences

### WYSIWYG (What You See Is What You Get) Font Menus

Displays the font names in their actual typeface. Default is disabled.



**NOTE:** *Once enabled it will not take effect until the computer is restarted.*

### Show Contextual Menus After Long Click

Invoking contextual menus normally requires the pressing the combination Control key + mouse button. In the appropriate situation, press and hold the mouse button to access the contextual menu. Default is enabled. See *the Shortcuts section for details*.

### Scroll Keys Mimic MS Word

Sets the appropriate keys to have the functionality of MS Word. Default is disabled.

### Capitalize first word of a sentence

Automatically capitalizes the beginning of every sentence. Default is enabled.

### Levels of Undo pop-up menu

Sets the number of levels for Undo/Redo. Default is 5.

### Recent Items pop-up menu

Sets the number of recently-opened files displayed in File > Open Recent . Default is 15.

### Save PDF Files includes title page

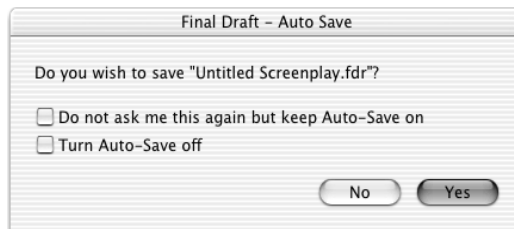
Instructs Final Draft to enable or disable whether the Title Page will automatically be included at the beginning of the script when File > Save As PDF is chosen. Default is enabled.

## Auto-Save/Backup Preferences

### Auto-Save Every

When this option is enabled, Final Draft automatically saves scripts after the time indicated in the Minutes drop-down has elapsed. Default is enabled.

If changes have been made since the last save, the specified time has expired, and the Ask Before Option is enabled (see *below*), a confirmation message appears:



**NOTE:** *Even if the time has expired, Final Draft will not interrupt your typing to save the script. It will wait for approximately ten seconds of inactivity before triggering an Auto-Save.*

*To save:*  
Click Yes.

*To not save at this time:*  
Click No.

*To continue to Auto-Save automatically:*  
Check the Do not ask.... checkbox.

*To disable Auto Save:*  
Check the Turn Auto-Save off checkbox.

### Ask Before Auto-Save

When enabled, a confirmation message appears when Auto-Save is triggered (see above). When disabled, the message does not appear and Auto-Save is automatically performed at the appropriate time. Default is enabled.

### Auto-Backup

Automatically saves a backup copy of the script every time a script is saved manually or by auto-save. Default is enabled.



**TIP:** *This feature allows you to “recover” when you have saved a script and realized that you did not mean to do so.*

The backup copy will be named [date] [time] [filename].fdr. For example, if we saved the script *Out4Life* on June 15, 2005, at 1:37pm, the backup would be named *200506151337Out4Life.fdr*



**NOTE:** *The backup contains the previous contents of the script.*

### **Backup File Count Pop-Up**

Sets the maximum number of files that will be saved in the folder at one time. As you save, older backups are automatically deleted so that you do not accumulate too large a number of backups.

### **Backup Directory/Select New Folder**

Allows you to set the backup folder to a different location and name, if desired. For example, you could set it to save backups to another hard drive.

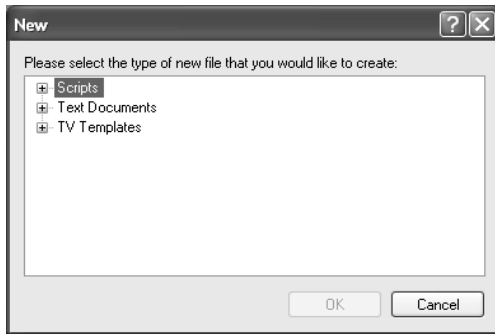
## File Menu

### New

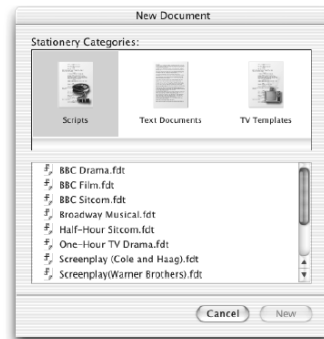
Begins a new document.

- 1 Choose File > New and the New Document dialog appears:

WINDOWS



MAC OS



Select the type of document to be created from the list of document formats stored in the desired Stationery category.



**NOTE:** *In the Scripts category, the Screenplay (Cole & Haag Format) is the format detailed in "The Complete Guide to Standard Script Formats" book, by Cole & Haag. The Screenplay (WB Format) is the format used by many productions at Warner Brothers and other studios.*

### Scripts

Specially formatted for screenplays, sitcoms and stageplays.

### Text Documents

Treatments, letters, resumes, etc.

See the *Text Document* section.

### TV Templates

Specially formatted for sitcoms and episodics. Over 50 samples are provided for free with Final Draft.

See Save As > Final Draft Template *for details*.

- 2 Select the format desired and click OK (Windows) or New (Mac OS).



A new window named "Untitled [name of stationery]" appears. For example, if screenplay stationery was chosen, the window will be named "Untitled Screenplay."

## Open

Opens an existing Final Draft file or an old Final Draft File Converter file; imports and automatically converts other types of files.

- 1 Choose File > Open and the standard Open dialog appears.
- 2 Navigate to the location of the file to be opened.
- 3 Select the desired file from the list provided.
- 4 Click Open.

*If a Final Draft file is selected:*

A window containing the selected script is opened up, ready for editing or printing. Besides Final Draft documents, file types that can be opened or imported include:

### ASCII Text

Standard, plain text file with no formatting; .txt extension.

### Rich Text Format

Created by other word processing programs with formatting retained; .rtf extension.

*If the selected file is not a Final Draft file:*

- 1 A dialog appears asking whether the file is to be converted to script format or a text document.
- 2 Click Script to have the file imported and converted as a script document.
- 3 Click Text to import the file as a text document.

The document appears in a new window.



**NOTE:** Even with Final Draft's built-in preprocessing intelligence, some files may require additional reformatting after conversion. See Tools > Reformat.

## Open Recent [Submenu] (Mac OS)

Lists the script files that have been previously opened. The maximum number of files listed is determined in Edit > Preferences (Windows users have the same command, see *File > Recent Files*, below).

Choose File > Open Recent > [filename]. The selected script will be opened.

If the script is no longer where it was initially saved, it will not appear.



**NETWORK NOTE:** *When a file is opened over a network (server), the first user who opens a file will be the only user who will be able to save changes to the original. Other users will be able to open the file at the same time and will have to save changes under a different name, similar to using File > Save As.*

## Close

Closes the frontmost window.

*If any changes have been made since the last time the script was saved:*

- 1 Choose File > Close and the Save Changes dialog appears.
- 2 Click Yes (Windows) or Save (Mac OS) to save all changes before closing the script.

## Save

Saves any changes made since the last save. It is enabled only when a change has been made to the script.

When a script is being saved for the first time, the steps are identical to File > Save As (*see next topic*).

## Save As

Allows a copy of the current script to be saved under a different name or to a different location.

This command is also used to assign a name to a new script that was created with File > New, or when a non-Final Draft file is opened (which creates an unnamed script).

- 1 Choose File > Save As, and the standard Save dialog appears.

- 2 Navigate to where the file is to be saved.
- 3 Type in the name for the script in the text field.
- 4 Choose the file type.

**Final Draft Document (default)**

May be opened by Final Draft 5, 6 or 7 (Windows or Macintosh); all formatting saved; .fdr extension.

**Text Only**

Standard, plain text file with no formatting; .txt extension.

**Text Only with Layout**

Plain text file that uses spaces to simulate script format; .txt extension.

**HTML**

World Wide Web/Internet format; .html extension.

**Rich Text Format**

Creates a Microsoft Word-compatible file, including all paragraph indentations and element styles. MS Word and other word processors can read and edit the file in a script-like form; .rtf extension.

**Movie Magic**

File can be imported into Movie Magic™ Scheduling, another production management package; .rpt extension. *Refer to the Tagger section.*

**Avid Script-Based Editing**

Specifically designed to work with Avid's professional editing systems; .txt extension.

**Final Draft Secure Document**

Allows you to save a copy of the script that cannot be edited, but can have ScriptNotes attached to it. This way you can email the script to others so they can read and comment on it, but it cannot be altered.

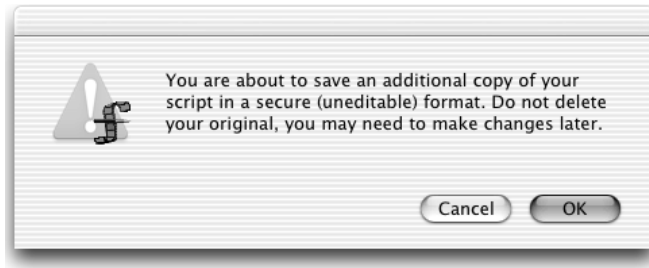


**NOTE:** You can open a Secure Document script with any copy of Final Draft 7, 6, 5 or the Final Draft Viewer 5.03 or higher.



**WARNING:** *A Secure script cannot be unlocked or edited.*

- 1 Choose File > Save As > Final Draft Secure Document.
- 2 A confirmation dialog appears. Read it carefully.



- 3 Click OK and the standard Save dialog appears.
- 4 Navigate to where the file is to be saved.
- 5 Name the script and click Save.

### File Converter

Script can be imported into older versions of Final Draft; .fcf extension.

### Final Draft Template

Script attributes can be saved separately; .fdt extension (see *details below*).

- 5 Click Save.



**NETWORK NOTE:** *When a file is opened over a network (server), the first user who opens a file will be the only user who will be able to save changes to the original. Other users will be able to open the file at the same time and will have to save changes under a different name, similar to using File > Save As.*

## About Final Draft Templates

The Final Draft Template format allows "template" of any script (or text document) to be saved. A Template contains all attributes of the script *including* the text. It saves the Elements, Page Layout, Header and Footer, Mores and Continueds, Title Page, SmartType Lists, and Macros in one file. A number of Templates are included with Final Draft; see *File > New*.

This is particularly suited for sitcoms and episodics as well as for specially-formatted text documents.



**TIP:** *Save Final Draft Template files in the Final Draft > Stationary folder. This way they will all be available when File > New is chosen.*

## Save As PDF

The Adobe Acrobat Portable Document Format (PDF) is the *de facto* standard for exchanging documents between computers and on the Internet; .pdf extension.

- 1 Choose File > Save As PDF, and the standard Save dialog appears.
- 2 Navigate to where the file is to be saved.
- 3 Click Save.

The Title Page will automatically be included at the beginning of the script (default). To have the Title Page excluded, see (Windows) *Tools > Options > Document* or (Mac OS) *File Menu > Preferences*.

## Backup

Allows archived versions of a script to be saved.

- 1 Choose File > Backup.

The standard Save dialog appears with the file's name plus today's date added.

- 2 Navigate to where the script should be saved.
- 3 Click OK (Windows) or Save (Mac OS).



**TIP:** *Always use File > Backup before any major changes are begun.*

## Revert

Returns the script to its last saved state.

- 1 Choose File > Revert.
- 2 A confirmation dialog appears.
- 3 Click OK to undo all changes done since the last save.



**WARNING:** *You cannot Undo a Revert.*

## Page Setup (Mac OS)

Causes a dialog box to be displayed containing options for printing from the currently-chosen printer.



**NOTE:** *If any changes to the paper size are made, the script will be reformatted to take the new page size into account and will affect page length. Changing to a different printer (laser printer to ink jet printer, for example) may also change the total page length.*

## Print Preview

Allows the script to be viewed on screen as it will appear when printed.

- 1 Choose File > Print Preview.

The page that is currently on screen when Print Preview was chosen will be in view.

- 2 To view other pages:  
(Windows) Click the Next Page or Previous Page buttons.  
(Mac OS) Type a number in the Page text field, or use the scroll bar.

Controls are available that allow you to Print, view One Page at a time or Two Pages at once.



**NOTE:** *You cannot edit or change the script while in File > Print Preview.*

- 3 Click Close when done.

## Print

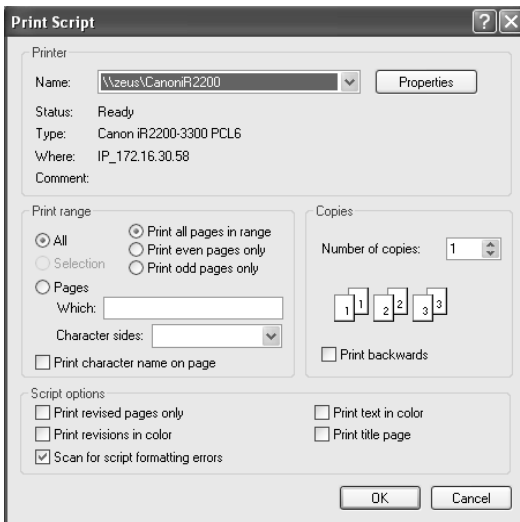
Used to print out part or all of the script according to the current Page Setup. Many Final Draft-specific options are offered.

- 1 Choose File > Print.

Depending on the printer you are using, the appropriate print dialog is displayed.

- 2 Enter the desired number of copies and a page range (if desired) in the appropriate text fields.
- 3 Choose the Final Draft options desired.

### WINDOWS



#### Odd Pages Only

Prints the odd-numbered pages.

#### Even Pages Only

Prints the even-numbered pages.

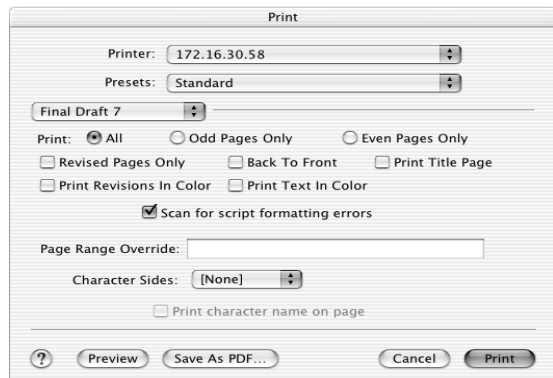
#### Revised Pages Only

Prints any pages with revision marks.

#### Backwards (Windows), Back to Front (Mac OS)

Prints in reverse order.

### MAC OS



### **Print Title Page**

Prints the Title Page, in addition to any specified pages of the script.

### **Print Revisions In Color**

Any revision text will be printed in color (requires a color printer).

### **Print Text In Color**

Any colored text will be printed in color (requires a color printer).

### **Print Which (Windows) or Page Range (Mac OS)**

When a range is entered in this field, that range will be used and the All or From and To fields of the Print dialog are ignored. For example, the following is a valid entry:

11-24, 55B, 60, 62, 67A

*To learn more about A and B pages, refer to the Production Menu section.*

### **Character Sides**

Prints pages that only contain a specific character's dialogue.

- Choose the character's name from the pop-up menu.
- Click the Print Character Name checkbox to have the name printed at the top of each page.

### **Scan for Script Formatting Errors (default is enabled)**

The Format Assistant will ask if you want to have the script examined for common formatting errors (and fix them, if desired) or bypass the error(s) and print the script as-is.

If any errors are found you will have the choice of correcting them first or printing without correcting.

## **4 Click OK.**

If Scan for Script Formatting Errors is enabled, a dialog appears. Click Scan Now to have the script scanned for errors. Once any errors have been fixed or ignored, File > Print must be chosen again to print the script.

- or -

Click Print Now to bypass any scanning and the script will be printed.

If Scan for Script Formatting Errors is not enabled, the script will be printed as-is.



## Email

Permits you to email the script from within Final Draft.



**NOTE:** *You must have already established an Internet connection.*



**NOTE:** *The recipient must have a copy of Final Draft (or the Final Draft Viewer) in order to read the script.*

- 1 Choose File > Email.
- 2 Enter the recipient's email address in the To: text field.

A message may be added at this time, too.

- 3 Click Send.

The script will be emailed as an attachment using your computer's designated email program.



**NOTE:** *If your designated email program does not appear after you choose click Send, refer to your email program's documentation about how to configure it properly.*

## Register Script

The currently open script may be registered via email with the Writers Guild of America, west's Registry Service.



**NOTE:** *You do not need to be a member of the WGAw to use this service.*

- 1 Choose File > Register Script.

You will be sent to a special page on Final Draft's website.

- 2 Follow the instructions on the page.

### Recent Files (Windows)

Lists the script files that have been previously opened. The maximum number of files listed is determined in Tools > Options. (Mac OS users have the same command, see File > Open Recent [Submenu], above).

Choose File > Recent files > <filename>. The selected script will be opened.

If the script is no longer where it was initially saved, the program will indicate that the script cannot be found.



**NOTE:** *This does not mean the script is gone, it simply means that Final Draft cannot find it because it has been moved.*

### Exit (Windows), Quit (Mac OS)

Closes all open scripts and documents, and quits Final Draft.

1 Choose File > Exit (Windows) or Final Draft 7 > Quit Final Draft 7 (Mac OS)

Any script which contains unsaved changes displays the Save Changes message.

2 Click Save to save changes to a script.

Edit Menu

4

# Edit Menu

## Undo

Reverses the last editing action in the current script. Most editing, font changes and other functions may be undone. Depending on the last action, Edit > Undo will contain the type of action to be undone, such as "Undo Typing," "Undo Cut," etc.

The number of levels may be set in Tools > Options (Windows), and Final Draft > Preferences (Mac OS).

If there is no undoable action, Edit > Undo is not enabled.

## Redo

Redo is used to undo the last Edit > Undo.

If Edit > Undo was used to undo something, Redo will revert the script to how it was before the Undo was performed. Depending on the last action, Edit > Redo will contain the type of action to be undone, such as "Redo Typing," "Redo Cut," etc.

Redo is useful for correcting an accidental Undo. For example, if you make a format change, such as changing the font or the style of an Element and you undo it, you can have the script revert to its previous state by selecting Edit > Redo.

If there is no redoable action, Edit > Redo is not enabled.

## Cut

Removes the currently selected text and places it into the Clipboard.

Edit > Cut can be undone. It is active when a range of text is selected. If there is only an insertion point, it is not enabled.

## Copy

Places a copy of the selected text into the Clipboard. Unlike Edit > Cut, it does not delete text.

Edit > Copy is only active when a range of text is selected. If there is only an insertion point, it is not enabled.

## Paste

Pastes (places) the text contents of the Clipboard into the script. The text is inserted at the current insertion point (or, if there is a selection range, replaces the selected text). Text in the Clipboard can exist in a few different forms.

If the text was copied (or cut) from a Final Draft document, it will retain its formatting characteristics (Element type, margins, font styles, etc.).

Text that is copied or cut from another program will contain only the text without any formatting characteristics.

If one paragraph (or less), the text will take on the formatting characteristics of the insertion point. Once the text has been pasted, it may then be reformatted using Tools > Reformat.

If the paragraph is an Action or Dialogue and an entire sentence or more is copied, it will maintain its formatting if pasted into an Element of a different type.

If more than one paragraph, Edit > Paste will attempt to place the text in correct format. Once the text has been pasted, it may necessary to be reformat it using Tools > Reformat.

## Using Drag-and-Drop

Drag-and-drop simplifies the relocation of text without having to use Edit > Cut and Edit > Paste. Text may be dragged and dropped:

- within a Final Draft script
- between Final Draft scripts
- from other programs to Final Draft (Mac OS only)
- from Final Draft to other programs (Mac OS only)

*To move text without drag and drop:*

1 Select the text to be moved.

2 Choose Edit > Cut.

The cut text is placed in the Clipboard (a temporary holding area).

3 Click where the text is to be placed.

4 Choose Edit > Paste from the Edit menu.

The text is inserted.

Drag-and-drop simplifies this task.

*To move text using drag and drop:*

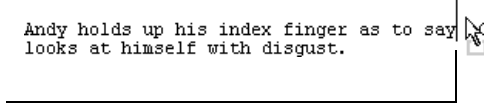
- 1 Select the text to be moved.
- 2 While continuing to hold down the left mouse button (Windows), or the mouse button (Mac OS), drag the mouse toward the new location.

A tall insertion point appears to indicate where the text will go. As long as the mouse button is held down, the insertion point will move to follow the mouse, similar to:

BRYAN  
(continuing)  
What are you doing? I said to be ready!

Andy holds up his index finger as to say, "One second." He  
looks at himself with disgust.

INSERTION POINT INDICATES  
WHERE TEXT WILL BE DROPPED

A diagram illustrating the drag-and-drop process. A rectangular box highlights a portion of the text "Andy holds up his index finger as to say, 'One second.' He looks at himself with disgust." A vertical line with an arrow at the bottom points from the text box to the text "INSERTION POINT INDICATES WHERE TEXT WILL BE DROPPED".

- 3 Release the mouse button when the insertion point is where you want the block of text moved. The text is moved to the new location.



**NOTE:** *Edit > Undo is available to reverse undesired drag and drops.*

## Smart Drag-and-Drop

When you drag a bit of dialogue from where you wrote it to somewhere else in the script, the correct character element will be created automatically when the dialogue is dropped. Smart Drag-and-Drop also recognizes other script elements and behaves correctly and predictably when you drag and drop them all over your script. This also holds true for Edit > Cut/Copy and Paste.

## Clear

Used to delete the currently selected text. It is only active when there is a range of text selected. It performs the same operation as pressing the Delete key.

## Select All

Causes the entire script to be selected. Use this command to take some action on the entire script, such copying the entire script into the Clipboard.

## Select Scene

The scene currently containing the insertion point (or the beginning of a selection range) becomes selected.

A scene in Final Draft is defined as a Scene Heading followed by Action, Character, Dialogue, etc., paragraphs until the next Scene Heading begins. That is, Scene Headings delineate the boundaries between scenes.

Use Edit > Select Scene to take some action on an entire scene, such as changing the font, or dragging and dropping it to another location.

## Find (and Replace)

Used to search for specific text within the frontmost script window and possibly replace the found text with different text.



**NOTE:** *Find begins from the insertion point, not the top of the script.*

*To search from the top of the script, first:*

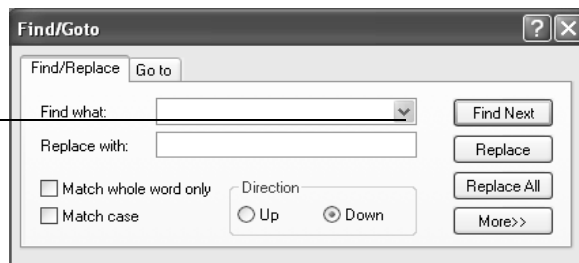
Scroll to the top of the script and click the mouse at the beginning of the text.

- or -

Press Ctrl + Home (Windows), or Command + Home (Mac OS).

Choose Edit > Find, and the Find/Goto dialog appears, with the Find/Replace tab visible:

HISTORY POP-UP



*To find text in the script:*

- 1 Enter the text to search for in the Find What text field.
- 2 Click Find Next.
- 3 When Final Draft reaches the end of the script, it will ask if you want it to continue searching from the beginning.
- 4 If the searched text is found, searching will stop and the found text will be selected.
- 5 If no text is located, a message will appear to indicate that it was not found.

*To find the next occurrence of the same text:*

Click Find Next again.

Use the History pop-up menu to view a list of the last ten words or phrases that were requested.

*To transfer one of the words in the History pop-up to the Find What text field:*

Select the desired word from the History menu.

It will appear the Find What text field.

*To Replace the Find text:*

- 1 Enter the text to be used as a replacement for the Find text in the Replace text field.
- 2 Click Replace (or Replace All).

The text that was found will be replaced with the text in the Replace text field.

## **Replace All**

Searches the script and replaces all occurrences of the text that is being searched.



**WARNING:** *Be careful when using Replace All - it cannot be undone.*

Additional options:

**Down** (Windows), **Forwards** (Mac OS)

Searches begin at the insertion point and go to the end of the document.



**Up (Windows), Backwards (Mac OS)**

Searches begin at the insertion point and go to the beginning of the document.

**Whole Words Only**

Searches for matches in complete (not partial) words only.

**Match Case**

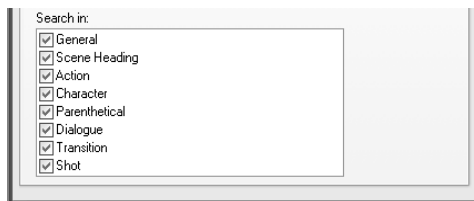
Searches need to match upper and lower case letters exactly.

**Search**

Searches may exclude certain types of element paragraphs.

*To access additional Search in options (Windows):*

- 1 Click More. The Search in options appear:



- 2 Choose any Elements(s) desired. Searches will be performed in the checked Elements only.

*To hide the additional options:*

Click Less. The options disappear.

*When all searching and replacing is completed:*

Click the Close box.

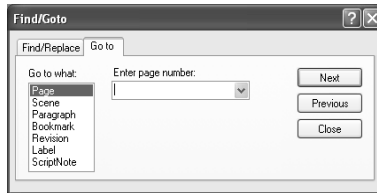
*To access the Goto options:*

- 1 Click the Goto tab.
- 2 The Goto options appear (see *next topic for details*).

## Goto

Used to jump to another location in the script.

- 1 Choose Edit > Goto, and the Goto dialog appears:



- 2 Choose which item to go to from the Go to what list (Windows), or Goto pop-up menu (Mac OS).

Options change to be more specific for the item chosen.

- 3 Click the direction to move in (Next/Previous).

– or –

- 4 If offered, type in a specific location in the text field. The Go button appears.

- 5 Click Go.

If the desired location can be found, the screen will scroll to it and any text at that location will be selected.

*When finished:*

Click the Close box.

*To access the Find/Replace options:*

Click the Find/Replace tab in the dialog.

The Find/Replace options appear (see *previous topic for details*).

## Find Selection

Takes the currently selected text and performs a Find Next without having the Find/Replace dialog appear.

View Menu

5

View Menu

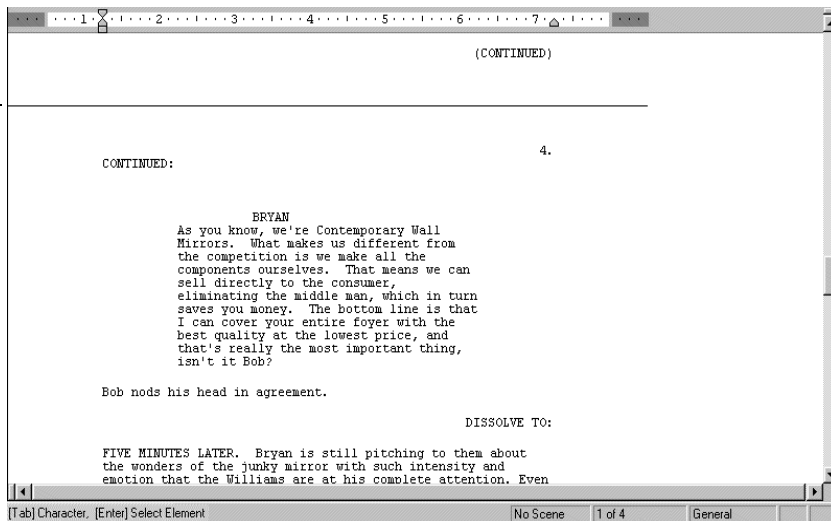


**IMPORTANT NOTE:** *The commands that follow - the three Script Views, Navigator, the two Index Cards Views, as well as Split Vertically, Split Horizontally, Unsplit and Swap - are all parts of Final Draft's Panels System. For complete details, see the Panels section.*

## Script - Normal View

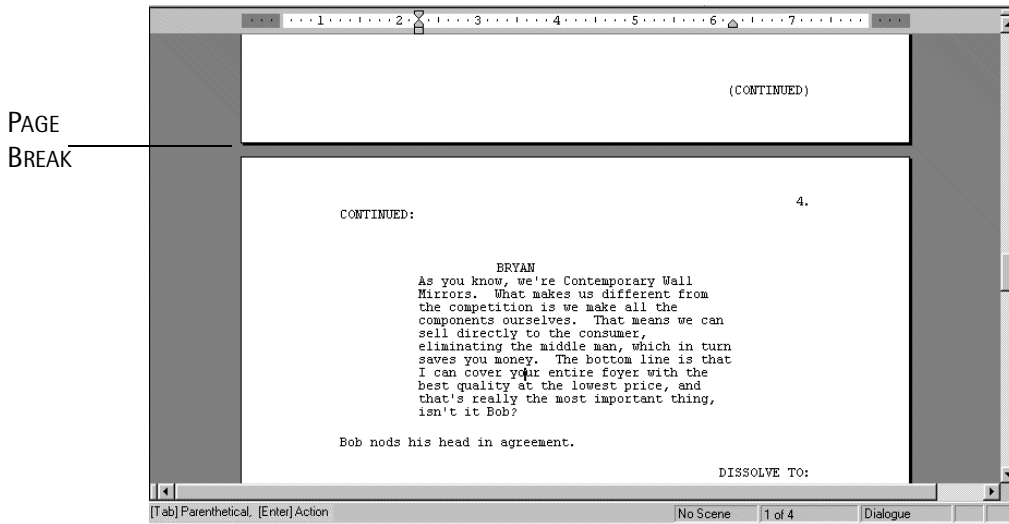
Displays the text of the script with all active components - page breaks (as a line), page numbers, dialogue breaks, mores, continuums, headers and footers.

PAGE  
BREAK



## Script - Page View

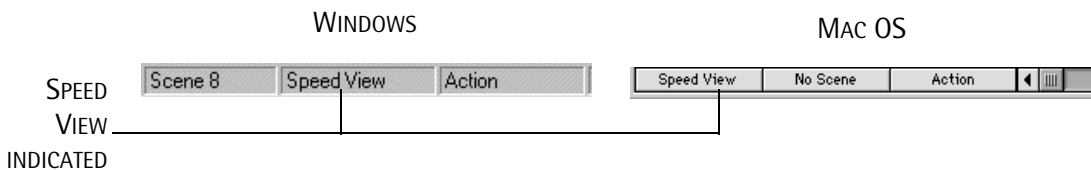
Displays the text of the script on realistic-looking pages, with all active components - page numbers, dialogue breaks, mores, continuums, headers and footers. Script - Page View is the default view for new scripts and text documents.



## Script - Speed View

Displays only the text of the script, as if it were a single, continuous page. With Script - Speed View enabled, more of the text appears on screen and may improve program speed. It appears like Script - Normal View, but without any of the active components.

If Script - Speed View is enabled, the words "Speed View" appear at the bottom of the script window in the area where Page Numbers appear in the other views:

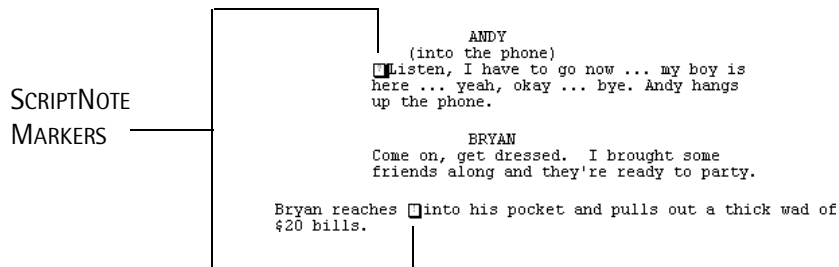


**NOTE:** *Whichever Script View (Normal, Page or Speed) is active when a script is saved will be the view in which it appears when it is reopened.*

## ScriptNotes

Hides or displays ScriptNote Markers. Default is Show. *For detailed information, see the ScriptNotes section.*

ScriptNotes are pop-up note windows that can contain ideas, suggestions, notes or script fragments without taking up space in the script. These markers indicate where ScriptNotes are located.



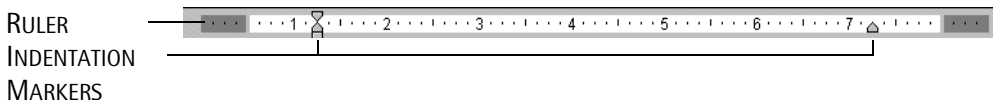
A checkmark on the menu indicates that View > ScriptNotes is active.



**NOTE:** If File > Print is chosen while the Markers are visible, they will not be printed or affect the script length.

## Ruler

Hides or displays the Ruler.

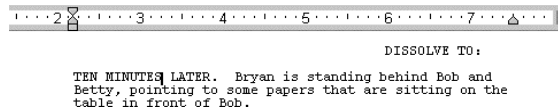


The ruler is measured in inches from the left edge of the page. A checkmark on the menu indicates that View > Ruler is active. Default is Show.

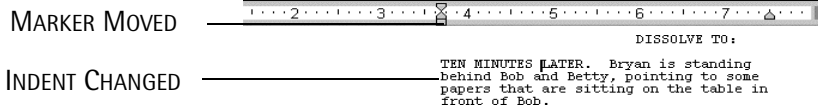
The Ruler can be used to adjust indentations (margins). The Indentation Markers (triangles) represent the left and right indents of the paragraph containing the insertion point, or the first paragraph of a selection. The Indentation Markers can be clicked and dragged to a new position, which changes the margins for the current paragraph or all paragraphs in a selection.

*To use the Indentation Markers in the Ruler to change the margins for a paragraph, overriding the element defaults:*

- 1 Place the insertion point in any paragraph (the example below uses Action).

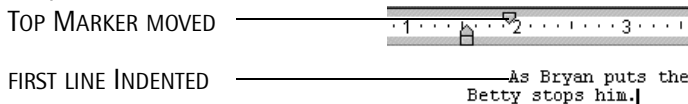


- 2 Click and drag either the left or right marker and drag it to the left or right until positioned appropriately. For example:



The paragraph retains its connection to the Element it belongs to (Action, Dialogue, etc.), but the margins will change to those set manually.

As with most word processors, the left marker also contains the ability to set both the indent for the first line of text and a separate indent for the text in the rest of the paragraph. For example:



*To revert a single paragraph or all paragraphs in a selection to their original margins:*  
Manually adjust the Indentation Markers.

## Invisibles

Causes hidden characters, such as carriage returns, spaces and tabs, to be displayed (or hidden). (Normally, these characters are not visible on screen, since they affect the formatting of the text (e.g. carriage returns) which cause the text to move down to the next line). Default is Hide.

- 1 Choose View > Invisibles to make the special characters visible. For example:

INDICATES A SPACE

Bob, and Betty, lean, closer, to, the, mirror,, trying, to, see, the,  
chemical, for, themselves.¶

BRYAN¶  
(continuing)¶  
As, a, matter, of, fact,, it's, the, same, stuff.  
NASA, uses, on, the, windows, of, the, space,  
shuttle, to, keep, the, space, dust, off.¶

INDICATES A CARRIAGE RETURN

DISSOLVE, TO:¶

A checkmark on the menu indicates that Show Invisibles is active.



**NOTE:** If File > Print is chosen while the special characters are visible, they will not be printed or affect the script length.

- 2 Choose View > Invisibles again to hide the symbols.

## Navigator

The Navigator view provides a consolidated, linear, top-to-bottom ordering of the scenes. The scene's Scene Heading and Scene Number (if any) are displayed.

In addition, if any text has been entered in the Summary Card of a scene, the first line of summary text may be viewed.

TEXT FROM  
SUMMARY CARD



For complete details, see the Panels section.



## Index Cards

The Index Card views mimic the traditional way in which scripts have been developed, fleshed out and annotated. Each card contains one scene. Cards are ordered in a left-to-right, top-to-bottom fashion.

In addition, there are two “sides” to every card. The Summary side initially is blank and is available for text to be entered - for development ideas, notes, sequence or act markers, comments, locations, blocking... anything you feel is applicable. The Script side contains the actual text of a particular scene.

Card display is changed by using the two Index Cards Commands (see *below*).



**NOTE:** *Though you can type in new text, edit text, etc. on Summary Cards, you cannot type or change any text on Script Cards.*



**NOTE:** *Most functions and commands that are used to write or edit the script are not available in either Index Cards view. You must use one of the Script Views to access them.*

Scenes may be added in both Index Cards views.

The top line of each card contains the scene’s Scene Heading, Scene Number (if any) and Page Number.

Index Cards may be viewed along with the Script or Navigator (see *View > Split*, below). The number of columns of cards viewed at any time may be changed.

Because many scenes are viewed at once it’s easy to rearrange them via drag-and-drop. Any changes will be reflected in the script.

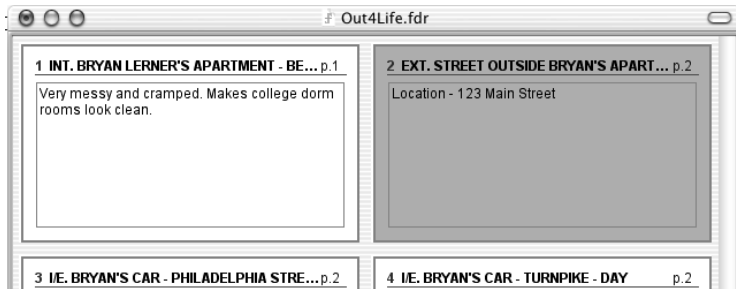
Index Cards may use any font and font size available on your computer without affecting the font of the script.



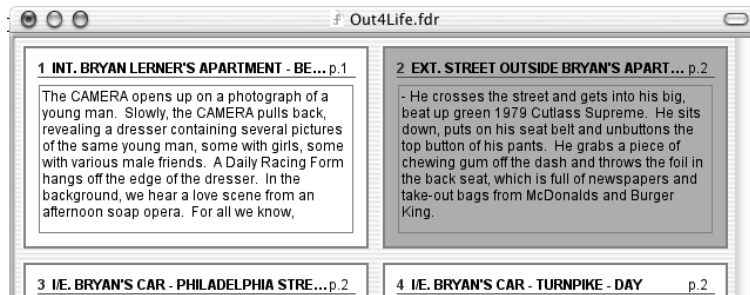
**NOTE:** *If the script is transferred to another computer, the font/font size may change due to unavailability of a particular font/font size.*

Either side of the Index Cards may be printed to regular paper or on special card stock that can be used with most printers. The card stock can be purchased from most office supply stores.

### INDEX CARDS - SUMMARY



### INDEX CARDS - SCRIPT



*For complete details, see the Panels section.*

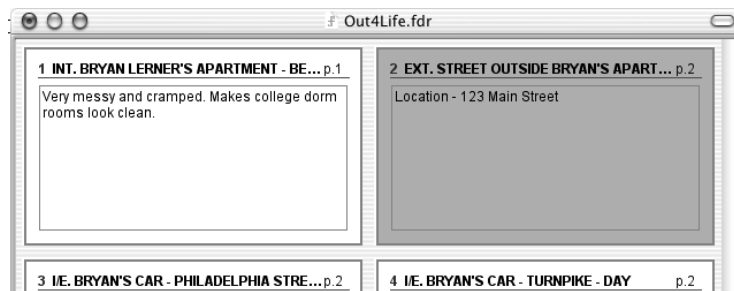
## Index Cards - Summary

Changes the current panel to Summary Cards. The cards are initially blank and are available for text to be entered - for development ideas, notes, sequence or act markers, comments, locations, blocking... anything you feel is applicable.

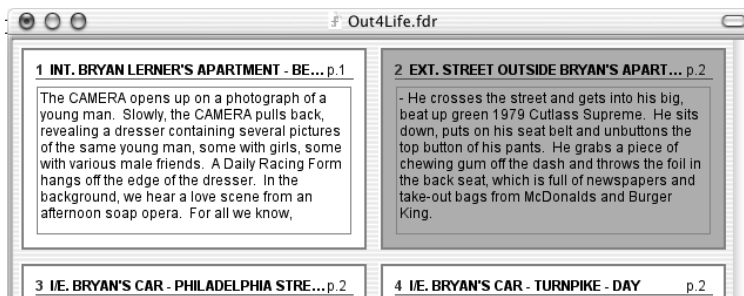
## Index Cards - Script

Changes the current panel to Script Cards. These cards contain the actual text of a particular scene.

### INDEX CARDS - SUMMARY



### INDEX CARDS - SCRIPT



## Add New Card

This command is only enabled when either of the Index Cards views is chosen. Select it to add a new card (scene) after the currently selected card (scene). If no card (scene) is selected, the new card will be added at the beginning of the script.

## Cards Across

This command is only enabled when either of the Index Cards views is chosen. It allows a specific number of columns of cards to be displayed horizontally. The maximum is nine cards. Default is two.



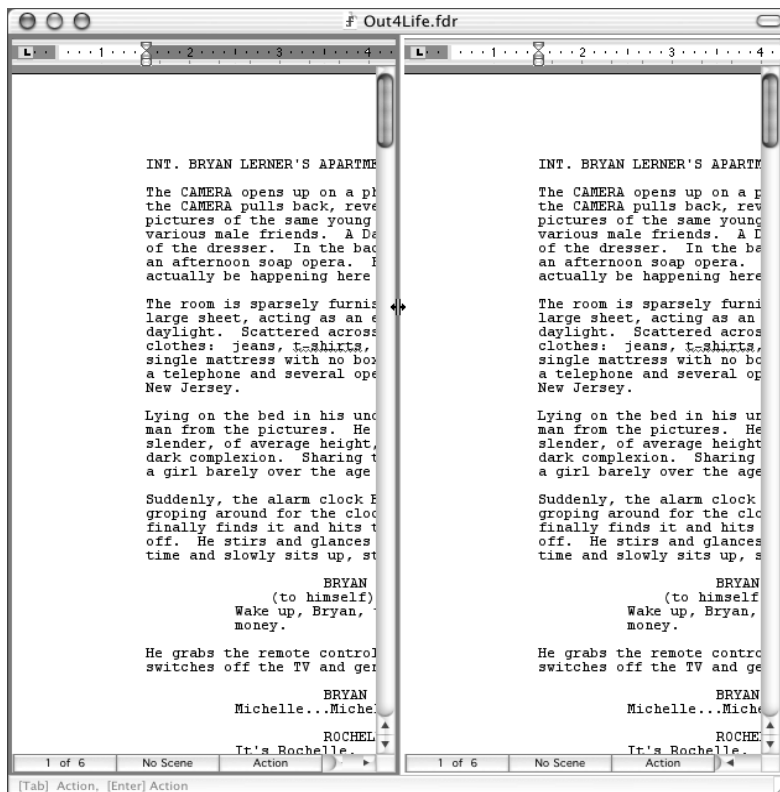
**NOTE:** *Keep in mind that the more cards that are displayed, the smaller the cards will appear.*



*To Split panels:*

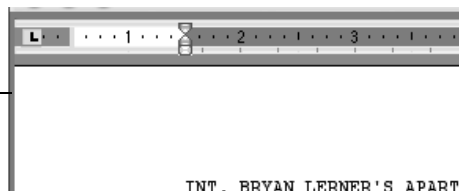
1 Choose View > Split Horizontally or View > Split Vertically.

Whichever View is currently onscreen (Script, Index Cards, Navigator), will now appear in two panels. For example, if Script - Page View was onscreen, choosing View > Split Vertically would result in:



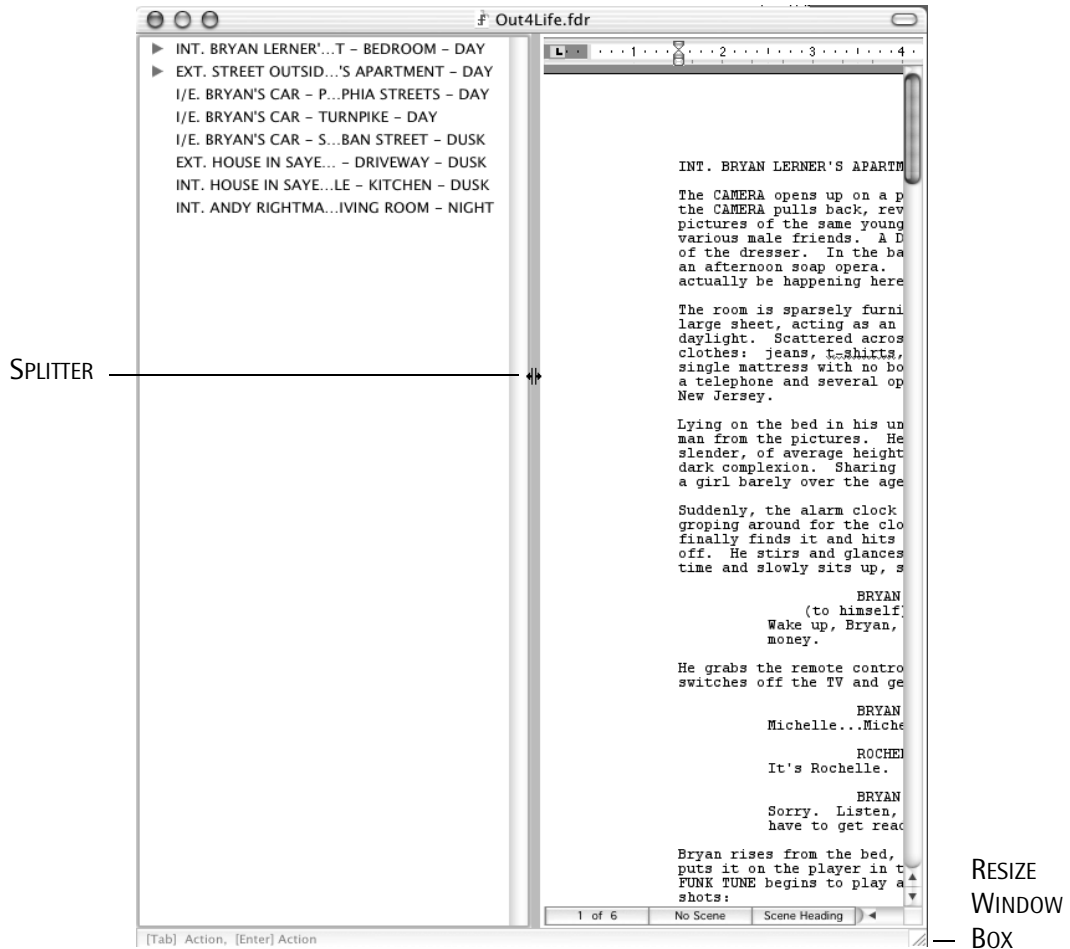
2 Select one of the panels by clicking in it (the left panel in the example):

SELECTION  
INDICATOR



A selection box appears around the active panel.

- 3 Choose a different panel, if desired, by choosing View > Index Card or View > Navigator (Navigator in the following example):



The contents of the left panel have changed to the chosen view.

- 4 You can now manually resize the panels for convenience by clicking and dragging the Splitter and the Resize Window Box. You can adjust the panels to suit your screen and panel configuration.



**NOTE:** When a script is saved, the current panels configuration will be saved as well, whether it is a single panel or multiple panels.

## UnSplit Panels

Hides one of the panels. This command is disabled if only one panel is displayed.

*To hide a panel:*

- 1 Select the panel that will remain displayed.
- 2 Choose View > UnSplit Panels.

The panel that is not selected will be hidden.

## Swap Panels

Reverses the position of the displayed panels. This command is disabled if only one panel is displayed.

*To change the order of the panels:*

Choose View > Swap Panels and the panels will switch sides.

## Toolbars [Submenu]



**NOTE:** *Final Draft for Windows and Final Draft for Macintosh offer slightly different versions of the Toolbars [Submenu], with a few different functions. They are both discussed in detail in the Toolbars section.*

### Toolbars

Located above the script window, the default Toolbars (Windows), or Toolbar (Mac OS), contain buttons and pop-up menus that perform file and editing tasks, modify text attributes and offer Split/Unsplit and other commands. The Toolbars may be customized to contain only specific functions.

Almost every Toolbar function can also be performed using menu commands and/or key combinations.

*To use a function from the Toolbar:*

Click the button desired or choose an item from a pop-up menu.

Functions that are not active are grayed out and cannot be selected.

### Status Bar

Located at the bottom of the script window, the Status Bar displays Element Shortcuts and Macros when the appropriate keys are pressed.

*For further details, see the Toolbars section.*

## Zoom [Submenu]

Allows the script to be displayed at various magnifications. Default is 100%.



**NOTE:** *This is useful for working on laptop computers and computers with high-resolution monitors.*



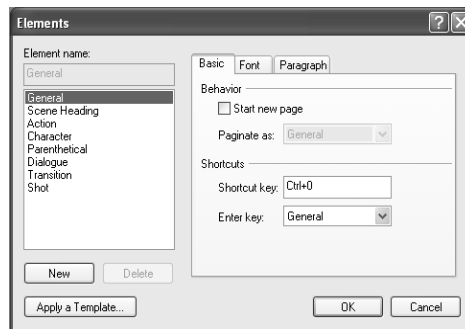
# Format Menu

## Elements

Offers controls and options for defining script Elements.

Elements are Final Draft's version of what many word processing programs call styles or style sheets. They contain the font, size, style, indentations and other characteristics for all the different types of paragraphs specific to a screenplay – Scene Headings, Action, Dialogue, etc.

Choose Format > Elements and the Elements dialog appears:



When a new paragraph is added to the script, its characteristics are taken from the specifications in the Elements dialog and applied to the paragraph. If changes are made to one or more Elements' characteristics, *all paragraphs of that type* (e.g. all Action paragraphs) will be updated to reflect any new settings.

*For a complete explanation of how Elements are used to make up a script and a complete description of the Elements dialog, refer to the Elements section.*

## Change Elements To [Submenu] (Mac OS)

Reformats an individual paragraph to a different Element.

The Element [Submenu] offers all the default and any custom Elements.

Choose Element [Submenu] > Element Type from the list and the paragraph the insertion point is in will be reformatted accordingly.

## Font (Windows)

## Font, Size, Style, Color, Highlight [Submenu] (Mac OS)

These functions allow the font, size, style, color and highlight color of the text to be changed.



**NOTE:** *Though Windows and Mac OS programs present these options differently, their functions are the same. Windows contains all these items in a single dialog, Mac OS offers them as submenus.*

*To change font attributes:*

Choose Format > Font (Windows), or Choose Format > [font attribute] Submenu (Mac OS).

## Font, Style, Size

All standard options are available.

Default is Courier Final Draft 12.



**WARNING:** *The reliance on Courier font (12 point size, plain text style) represents a holdover from the “old days” in what is the officially accepted appearance of scripts. This default font and size matches what is used on most typewriters. Use a different font at your own risk. Many industry professionals do not “trust” seeing scripts in a different font. They feel you may be “cheating” the length of your script, or worse, are unprofessional.*

(Mac OS) If the Edit Preferences > WYSIWYG Menus is enabled, the font names will appear in the submenu in their actual typeface.

## Color

Allows the color of the text to be changed. Default is black.

*To change text color (Mac OS):*

Select the color from the submenu.

*To change text color (Windows or Other colors for Mac OS):*

1 Click the color swatch.

(Windows) The standard Windows Color Palette appears. Choose a color, or click Other and the standard Color Picker appears.

(Mac OS) The standard Color Picker will appear.

- 2 Choose the color desired and click OK.

The new color will be displayed as the color swatch.



*NOTE Colored text will only be printed in color on a color printer.*



*NOTE: To change the color of the screen background, use Document > Page Layout > Options.*

## Highlight

Similar to a yellow highlighter pen, it is used to accentuate selected text.

*To highlight text in the script:*

- 1 Select the text.
- 2 (Mac OS) Select the color from the submenu.
- 3 (Windows or other colors for Mac OS) Click the color swatch (Windows), or choose Format > Highlight > Other (Mac OS).

(Windows) The standard Windows Color Palette appears. Choose a color, or click Other and the standard Color Picker appears.

(Mac OS) The standard Color Picker will appear.

- 4 Choose the color desired.
- 5 Click OK.

The text will be highlighted with the chosen color.

*To highlight text as it is typed:*

- 1 Position the insertion point.
- 2 Choose the Highlight color as above.

All text typed from the insertion point position until a new paragraph is created (or clicked to) will be highlighted with the chosen color.

## Alignment [Submenu]

Determines how text is aligned: Left, Centered, Right or Justified.

Text alignment operates on a paragraph-by-paragraph basis. If a new alignment is chosen the entire paragraph containing the insertion point, or every paragraph in a selection range, will be changed.

## Spacing [Submenu]

Determines spacing between each line of the script, either 1, 1.5 or 2.

Line spacing operates on a paragraph-by-paragraph basis. If new spacing is chosen the entire paragraph containing the insertion point, or every paragraph in a selection range, will be changed.

## Space Before [Submenu]

Allows changes in the spacing *before* the paragraph the insertion point is currently in, or for each paragraph contained in a selection.

If Format > Space Before [Submenu] > Other is selected, a dialog with a text field appears. Enter the number of spaces desired and click the OK.

If new spacing is chosen the entire paragraph containing the insertion point, or every paragraph in a selection range, will be changed.

## Insert Page Break

Causes the paragraph containing the insertion point (or the beginning of the selection range) to be moved down (forced) to the top of the next page.

Format > Insert Page Break is often used just before a script is finalized before submission. The goal is to affect how the pagination is performed. This function overrides Final Draft's default pagination, so a customized look and length can be created on a page-by-page basis.

This command may be used to remove unwanted forced (manual) page breaks.

## Dual Dialogue

Used to take any two consecutive speeches and place them next to each other in a special side-by-side dialogue format.

*To place two speeches side by side:*

- 1 Type in both speeches, one after the other. For example:

```
          BRYAN
    (loudly)
Mr. Williams? Bryan Lerner, Contemporary
Mirrors. I'm not too late, am I?

          BOB
No, perfect timing. We're just getting
done feeding the baby. Come on in.
```

- 2 Place the insertion point in the first character.
- 3 Choose Format > Dual Dialogue.

Both speeches are now placed next to each other, starting on the same line.

```
          BRYAN                                BOB
    (loudly)                                No, perfect timing. We're
Mr. Williams? Bryan Lerner,                just getting done feeding the
Contemporary Mirrors. I'm                  baby. Come on in.
not too late, am I?
```



**NOTE:** *Dual Dialogue text cannot be edited directly.*

*To edit Dual Dialogue text or to revert to normal, single column format:*

- 1 Select all the Dual Dialogue text.
- or -
- Double-click the Dual Dialogue.

- 2 Choose Format > Dual Dialogue.

The text will revert to the original format.

*After editing the text of either or both of the speeches:*

- 1 Place the insertion point in the first character.
- 2 Choose Format > Dual Dialogue to place the dialogues side by side.

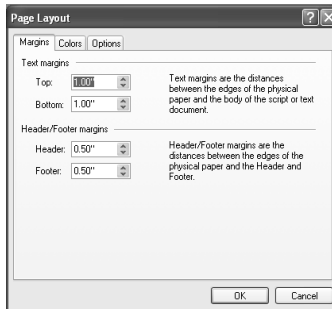
# Document Menu

## Page Layout

Contains options that control the display both on screen and in printouts.

### Margins

Choose Document > Page Layout and the following appears:



#### Text Margins: Top and Bottom

Measured in inches from the top and bottom of the page, these settings control the amount of space which is left blank at the top and bottom margin of each page. By varying the amount of blank space at the top or bottom of the page, the length of a script can be changed. Defaults are Top - 1.00; Bottom - 1.00.

#### Header/Footer Margins

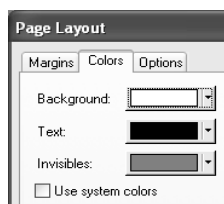
Measured in inches from the top and bottom of the page, these settings control the amount of space which is left blank above the Header and below the Footer. Default is 0.50 for both.

*To change any Margin settings:*

- 1 Click the up or down arrows next to the setting.
- 2 Click OK to apply the new settings throughout the script.

### Color

Click the Page Layout dialog Colors tab, and the following appears:



Defaults are background white; text black; invisibles gray.



*To change any of the color options:*

**1** Click the appropriate color swatch.

(Windows) The standard Color Palette appears. Choose a color, or click Other and the standard Color Picker appears.

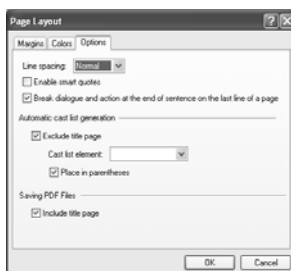
(Mac OS) The standard Color Picker will appear.

**2** Choose the color desired and click OK.

The new color will be displayed as the color swatch.

## Options

Click the Page Layout dialog Options tab, and the following appears:



### Line Spacing pop-up menu – Very Tight, Tight, Normal & Loose

Controls how tightly the lines of text are spaced together on the page. Typographers and designers refer to this as “leading.” As a result, the length of the script will vary depending on the setting chosen. Default is Normal.

For example, a 100-page script with Normal line spacing will typically become:

Approximately 88 pages when set to Very Tight.

Approximately 94 pages when set to Tight.

Approximately 109 pages when set to Loose.

### Enable Smart Quotes

Instructs Final Draft that when either the “ or ’ keys are used, to use the special left quote or right quote, depending upon which is correct for the specific situation. Default is disabled.

### Break Dialogue and Action at Sentences

Instructs Final Draft to not disrupt a sentence in Dialogue and Action paragraphs with a Page Break, whenever possible. Default is enabled.

The Cast List feature is used in sitcoms to list which characters appear in a scene. This information is normally placed directly below the Scene Heading. For example:

*To generate a Cast List for each scene:*

- NOTE:** If you name the new Element "Cast List" the Cast List Element will be set automatically.

- As characters are entered into the scene, their names will automatically appear in the new Cast List element. When a character is removed from a scene, it will be removed from the Cast List for that scene.

**Saving PDF Files**

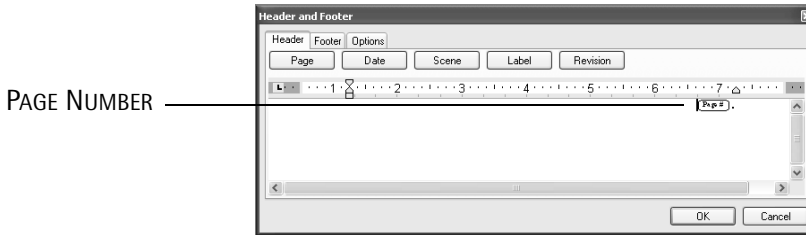
Instructs Final Draft to include or exclude the Title Page at the beginning of the PDF of the script when File > Save As PDF is chosen. Default is enabled.

*When finished:*

Click OK.

## Header and Footer

Contains text which can appear at the top or bottom of every page of the script. When a new script is created, the default header contains a right-justified page number:



The page number is represented by a small rounded rectangle containing "Page #". When displayed or printed, the "Page #" symbol is replaced by the actual page number for each page.

When the script is displayed on screen, the header appears at the top of every page (except the first page, by default).

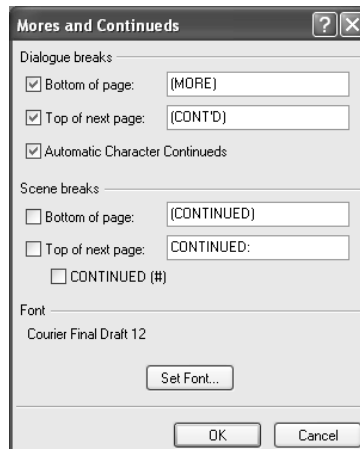
*For information about the various special symbols and for details about using the Header and Footer in general, refer to the Header and Footer section.*

## Mores and Continueds

Determines the text and options for dialogue and scene continueds.

DIALOGUE BREAKS ———

SCENE BREAKS ———



### Dialogue Breaks

Final Draft will attempt to not break dialogue from page to page. There are situations when dialogue must be split between two pages. When that occurs, the Bottom of Page text (MORE) is placed just beneath the dialogue at the bottom of the first page. At the top of the next page, the name of the character is repeated along with the Top of Next Page text (cont'd).

If either the Bottom of Page or the Top of Next Page checkboxes are not checked, the respective text will not be displayed or printed. Default for both is checked.

### **Automatic Character Continueds**

Automatically places "(cont'd)" after the character's name if same character speaks repetitively during a single scene. This is used to alert the reader that the same character is continuing a speech when it is broken by some action. Default is enabled.

"(cont'd)" is added only when there is no other character's dialogue between the connecting speeches by the same character. "(cont'd)" is never inserted if the speeches occur in different scenes.

### **Scene Breaks**

When a scene is continued from one page to another, Final Draft will type the Bottom of Page text (CONTINUED) at the bottom of the first page. In addition, the Top of Next Page text (CONTINUED:) will appear at the top of the next page along with the scene number that is being continued.

If either the Bottom of Page or the Top of Next Page checkboxes are not checked, the associated text will not be displayed or printed. Default for both is disabled.

### **CONTINUED: (#)**

Adds a number after the CONTINUED (i.e. (2), (3), etc.) at the top of each continued page, indicating how many pages are included in the same scene. Default is disabled.

*To change the text of any Mores and Continueds:*

Edit the text in the appropriate text field.

### **Font**

Indicates the current font and size setting that the Mores and Continueds will use when they are displayed and printed. Default is Courier Final Draft 12.

*To set Font attributes:*

**1** Click Set Font.

The standard font dialog for your computer and operating system appears.

**2** Make any changes desired and click OK.

*When finished:*

Click OK to have any changes applied in the script.

## Title Page

Displays the Title Page template.

(Name of Project)  
by  
(Name of First Writer)

(Based on, If Any)

Revisions by  
(Names of Subsequent Writers,  
in Order of Work Performed)

Current Revisions by  
(Current Writer, date)

Name  
Address  
Phone

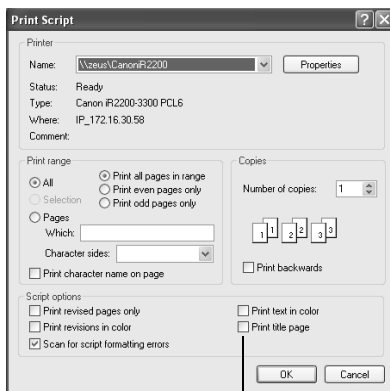
This template was developed from guidelines published by the Writers Guild of America.

The Title Page is a Text Document, with most menu commands available including File > Print.

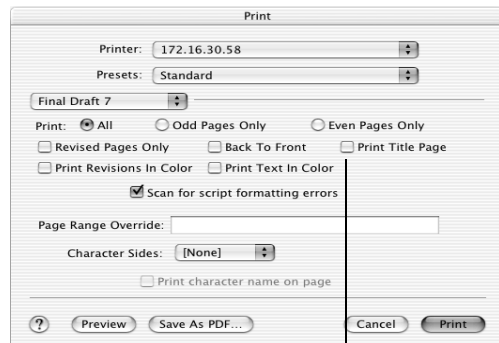
Edit the template's information to include all the information desired for the current script.

When File > Print is chosen there is an option to also include the Title Page at the same time. Default is disabled.

### WINDOWS



### MAC OS



OPTION TO PRINT TITLE PAGE

When File > Save As PDF is chosen there is an option to also include the Title Page at the same time. Default is enabled. To have the Title Page excluded, see (Windows) *Tools > Options > Document* or (Mac OS) *File Menu > Preferences*.

*When edits to the Title Page are done:*

Choose File > Close (there is no File > Save function).

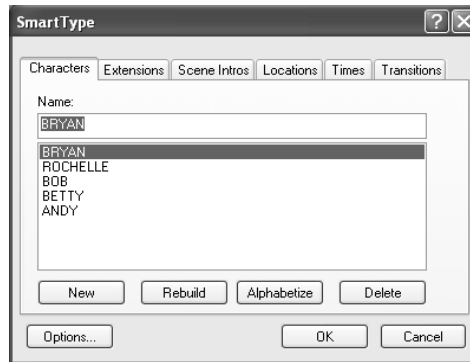


**NOTE:** *When the script is saved the Title Page is saved, too.*

*Refer to the Text Document section.*

## SmartType

Causes the SmartType List dialog to appear, allowing the inspection, modification and creation of items in the Characters, Extensions, Locations, Time, and Transition SmartType Lists. Use of SmartType Lists eliminates having to repetitively enter names and phrases over and over again. The following example is taken from the sample *Out4life* script:



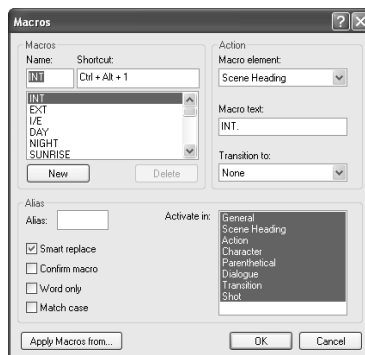
All the characters, extensions, scene intros, locations, times and transitions used in a particular script can be viewed, changed, reordered and alphabetized. Any list can be rebuilt by instructing Final Draft to scan the entire script and reconstruct the list from its contents.

SmartType options include control over whether lists appear automatically, and how to handle special situations for entering characters.

*For more information, refer to the SmartType section.*

## Macros

Presents controls for managing and defining Macros, shortcut key combinations for text which is entered repeatedly throughout any script.





The Macro Name is an abbreviation displayed in the Status Bar at the bottom of the script window, when either the Ctrl + Alt + [number], Ctrl + Alt + Shift + [number] keys (Windows), or Option + [number], Option + Shift + [number] keys (Mac OS) are pressed. For example:

CTRL + ALT/OPTION — [1] INT [2] EXT [3] I/E [4] DAY [5] NIGHT [6] SUNRISE [7] MAGIC [8] CONT [9] INTER [0]

CTRL + ALT +  
SHIFT/OPTION + — [1] CUTTO [2] FADEIN [3] FADEOUT [4] FADETO [5] DISSLV [6] BACKTO [7] MATCHCUT [8] JUMPCUT [9] FBLACK [0]  
SHIFT



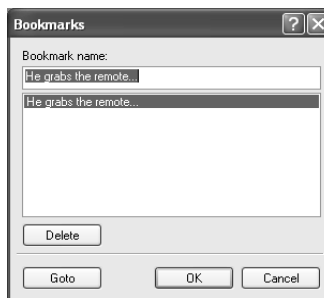
**NOTE:** *Macro options for Windows and Mac OS are different.*

*For more information, see the Macros section.*

## Bookmarks

Bookmarks are placeholders within a script, and may be set anywhere. To learn how Bookmarks are created and placed in a script, see the Document > Insert Bookmark topic below.

The Bookmarks dialog contains options for managing Bookmarks. The following contains the Bookmark inserted in the Document > Insert Bookmark topic, below:



*To change the name of a Bookmark:*

- 1 Select the Bookmark name.
- 2 Edit the name in the Bookmark name field at the top of the dialog.
- 3 Click OK to apply any changes to the script.

*To go to a Bookmark:*

1 Select the Bookmark name.

2 Click Goto.

-or-

Double-click the Bookmark name.

*Alternatively:*

1 Choose Edit > Goto.

2 Select Bookmarks from the Goto list (Windows), or Goto pop-up menu (Mac OS).

3 Click the Bookmark name.

-or-

Click Goto.

The script scrolls to the Bookmark's location. The paragraph containing the Bookmark is selected. The Bookmarks dialog remains active.

*To delete a Bookmark:*

1 Select the Bookmark name.

2 Click the Delete button.

The Bookmark is removed from the list.

3 Click OK to apply any changes to the script.

## ScriptNotes

Contains items relating to ScriptNotes, which are pop-up note windows that can contain ideas, suggestions, notes or script fragments. ScriptNotes do not take up space in the script.



The ScriptNote Marker that is chosen in the Active Marker area will be used when Document > Insert ScriptNote is chosen.

*For more information, see the ScriptNotes section.*

## Insert Bookmark

Sets a new Bookmark (placeholder).

*To insert a new Bookmark:*

- 1 Place the insertion point within the paragraph (or select a word or a block of text) you want to Bookmark. In the following example the insertion point is in a paragraph that begins "Bryan enters the house."

Bryan enters the house, wipes his feet and closes the door behind him. As he follows Bob down the hall he gestures upwards with his hands and eyes as if saying "why me?".

- 2 Choose Document > Insert Bookmark, and the New Bookmark dialog appears:



The first few words (up to 32 characters), or any selected text of the paragraph (up to 32 characters), the insertion point is in become the default name. Leave it as is or edit the text to name it.

- 3 Click OK to set the Bookmark.

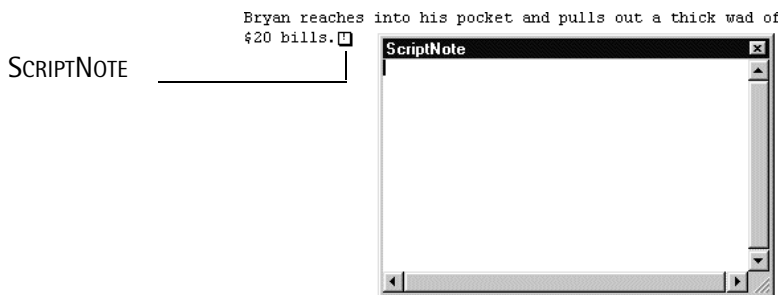
## Insert ScriptNote

Creates a new ScriptNote, a pop-up note window that can contain ideas, suggestions, notes or script fragments without taking up space in the script.

*To add/insert a new ScriptNote:*

- 1 Position the insertion point where the ScriptNote Marker should be placed.
- 2 Choose Document > Insert ScriptNote.

A ScriptNote Marker appears at the current insertion point position, and a new ScriptNote window appears:



**NOTE:** *ScriptNote Markers do not get printed and do not affect script length or pagination. Which ScriptNote Marker is used is determined by Document > ScriptNote.*

- 3 Enter (or paste) any text into the ScriptNote window.

The window can be resized or moved. The font, size or style of the text can be changed.

- 4 Click the Close box to return to the script.

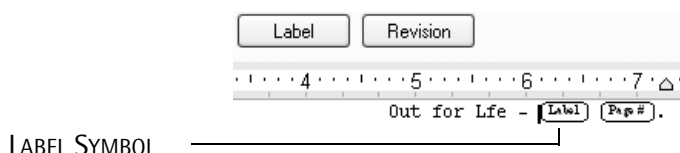
*For more information, see the ScriptNotes section.*

## Insert Label

For example, writing standards for sitcom and episodic television require that the act number and/or scene number appear in the Header at the top of each page. Since label text can change, when "Act I" is completed, the insertion of a Label with "Act II" as the label text insures that these requirements are met.



**NOTE:** A special symbol, named "Label", must be placed in the Header/Footer window to represent the position where any label text will be placed. For example:

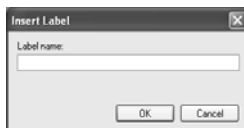


For detailed information about placing the Label symbol in the Header/Footer, refer to the Header and Footer section.

*To insert a Label:*

- 1 Position the insertion point at the top of the page on which the script label text should begin.
- 2 Choose Document > Insert Label.

The Insert Label dialog appears:



- 3 Enter the text desired.
- 4 Click OK.

The label text will appear in the Header/Footer.



**NOTE:** If the insertion is not at the top of the page, the label will begin on the following page.

*To go to a Label:*

- 1 Choose Edit > Goto.
- 2 Select labels from the Goto list (Windows), or Goto pop-up menu (Mac OS).

- 3 Click Goto.

The script scrolls to the Label's location.

- 4 Click Close.

*To change the label text:*

- 1 Use Edit > Goto to find the label text desired.

-or-

Position the insertion point where the label text was placed.

- 2 Choose Document > Insert Label.

The Label dialog appears.

- 3 Edit (or delete) the text.

- 4 Click OK to apply the changes.

Tools Menu

8

Tools Menu

## Spelling

Causes the Spelling dialog to be activated for spell-checking the script.



**NOTE:** *Spell-checking can also be invoked with a contextual menu.*

*Refer to the Spelling and Thesaurus section for details.*

## Thesaurus

Activates the Thesaurus dialog, where synonyms, antonyms, related words and contrasting words can be found. The Thesaurus included with Final Draft contains over 100,000 individual words and their definitions as well as several hundred thousand links to various synonyms, antonyms, etc.

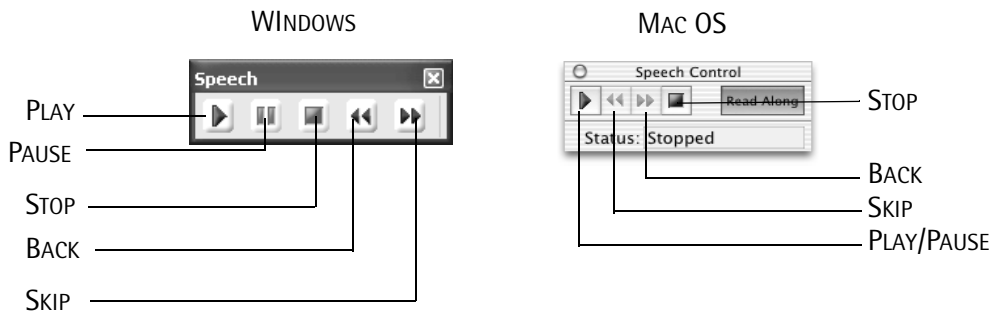
*Refer to the Spelling and Thesaurus section for more information.*

## Speech Control

Offers a set of buttons to direct the playback of the script being read.

If the Speech extensions for your system are installed, this option is enabled. See next topic, *Assign Voices* for how to install Text to Speech.

Choose Tools > Speech Control, and the Speech Control dialog appears:



### Play

Begins the playback from the current insertion point (or Paused) position.



**Pause**

Temporarily halts playback.

**Skip**

Jumps to the next paragraph.

**Back**

Goes to the beginning of the previous paragraph.

**Stop**

Halts playback.

*When finished:*

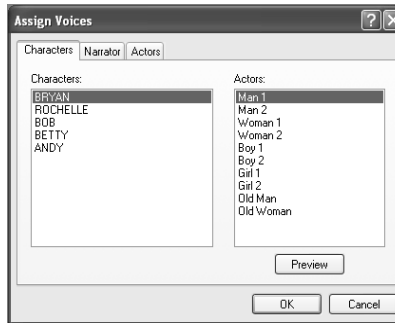
Click the Close box.

## Assign Voices

Allows different voices to be specified for each character for playback with Tools > Speech Control. If the Speech extensions for your system are installed, this option is enabled.

If this option is not enabled, see *Enabling Text to Speech* at the end of this topic.

Choose Tools > Assign Voices, and the Assign Voices dialog appears:



The Character Tab displays the current SmartType Character list along with the names of all "Actors" available (see below).

*To assign an Actor to a Character:*

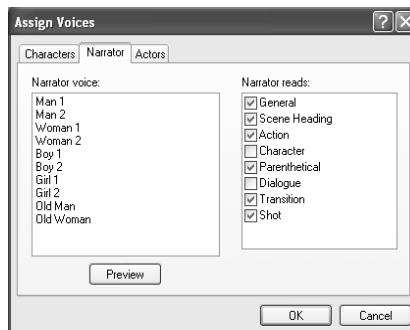
- 1 Select a Character.
- 2 Select an Actor.

If desired, click the Preview button to hear the Actor "audition."

The "Narrator" is the voice that reads the text for a specific Element.

*To set the Actor(s) for the Narrator, and to set which Elements he/she reads:*

- 1 Click the Narrator tab, and the following appears:



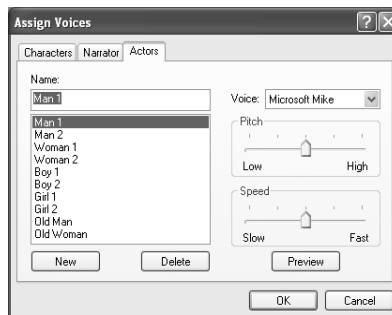
- 2 Select the Actor to be the Narrator.
- 3 Check the Elements that they will narrate.

If desired, click the Preview button to hear the Narrator “audition.”

Actors' voices can be modified from voices that are stored in your computer's system.

*To set an actor's voice:*

- 1 Click the Actors tab, and the following appears:



- 2 Select the Actor whose voice is to be modified.
- 3 Select a voice from the Voice pop-up menu.
- 4 Make any changes desired to the pitch and speed.

If desired, click the Preview button to hear the Voice “audition.”

*When finished:*

Click OK.

## Enabling Text to Speech

### Windows

Text to Speech extensions (APIs) are installed automatically as part of the Final Draft installation process.

### Mac OS

Text to Speech is enabled automatically. It cannot be disabled.

## Reports [Submenu]

The various reports present information from the script, filtered in different ways. Though the report formats cannot be changed, the information in the reports may be edited, saved and printed. You may also choose in which font the reports are printed.



**NOTE:** *The order of the reports in the submenu are in a different order on Windows and Mac OS, but both contain all the reports. The following uses the Windows order.*

*To create a report:*

- 1 Choose Tools > Reports [Submenu] > <report name>.
- 2 A dialog appears offering options which differ depending on which report is chosen.
- 3 Once options are set, click OK.

A Text Document window containing the report appears. The standard Text Document menu commands are available, so the report may be modified as desired. *See the Text Documents section.*

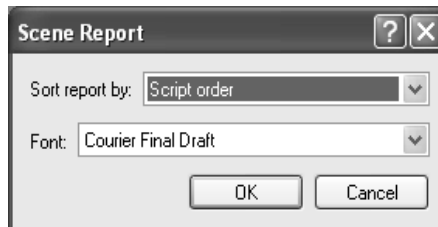
Examples of each report follows.

## Scene Report

Contains the scene number, location, page number and page length for each scene.

*To create a Scene Report:*

- 1 Choose Tools > Reports > Scene Report and the Scene Report dialog appears:



2. Choose how you want the information sorted.
3. Choose the font to be used and click OK.

**OUT4LIFE -- SCENE REPORT**

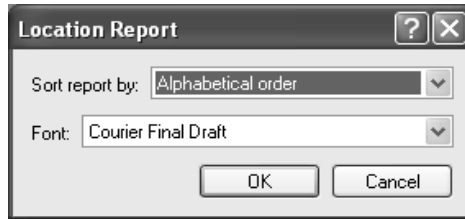
SCENE HEADING	PAGE #	LENGTH
INT. BRYAN LERNER'S APARTMENT - BEDROOM - DAY BRYAN (2), ROCHELLE (1)	1	1 4/8
EXT. STREET OUTSIDE BRYAN'S APARTMENT - DAY	2	1/8
I/E. BRYAN'S CAR - PHILADELPHIA STREETS - DAY	2	3/8
I/E. BRYAN'S CAR - TURNPIKE - DAY BRYAN (1)	3	1/8
I/E. BRYAN'S CAR - SUBURBAN STREET - DUSK BRYAN (1)	3	1/8
EXT. HOUSE IN SAYERVILLE - DRIVEWAY - DUSK BRYAN (2), BOB (2)	3	7/8

**Location Report**

Contains each Location and the number of times it appears in a Scene Heading in the Script.

To create a Location Report:

- 1 Choose Tools > Reports > Location Report and the Location Report dialog appears:



- 2 Choose how you want the information sorted.
- 3 Choose the font to be used and click OK.

**OUT4LIFE -- LOCATION REPORT**

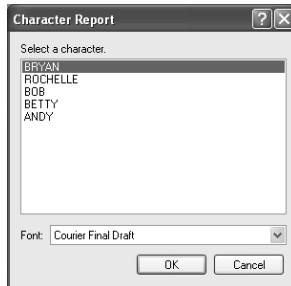
<b>ANDY RIGHTMAN'S APARTMENT - LIVING ROOM (1 OCCURRENCE)</b>		
INT (1)	INT ANDY RIGHTMAN'S APARTMENT - LIVING ROOM - NIGHT (1)	P.7
<b>BRYAN LERNER'S APARTMENT - BEDROOM (1 OCCURRENCE)</b>		
INT (1)	INT BRYAN LERNER'S APARTMENT - BEDROOM - DAY (1)	P.1
<b>BRYAN'S CAR - PHILADELPHIA STREETS (1 OCCURRENCE)</b>		
I/E (1)	I/E BRYAN'S CAR - PHILADELPHIA STREETS - DAY (1)	P.2
<b>BRYAN'S CAR - SUBURBAN STREET (1 OCCURRENCE)</b>		
I/E (1)	I/E BRYAN'S CAR - SUBURBAN STREET - DUSK (1)	P.3

## Character Report

Contains the scene numbers (if any), scene headings, character extensions, parentheticals and complete dialogue for a character. It will also indicate if the character has any monologues of more than 100 words.

*To create a Character Report:*

- 1 Choose Tools > Reports > Character Report and the Character Report dialog appears:



- 2 Choose the character to be included by selecting the character's name.
- 3 Choose the font to be used and click OK.

### **OUT4LIFE -- CHARACTER REPORT FOR "BRYAN"**

#### **APPEARANCE SUMMARY:**

**BRYAN** speaks 17 times (70%) for a total of 289 words (84%).

**BRYAN** interacts most with **BETTY**.

#### **SCENES & DIALOGUE:**

**Scene: INT. BRYAN LERNER'S APARTMENT - BEDROOM - DAY** P.1-2

**BRYAN:** (to himself)  
Wake up, Bryan, time to make some money.

**BRYAN:** Michelle...Michelle.

**BRYAN:** Sorry. Listen, you've gotta go...I have to get ready for work.

**Scene: I/E. BRYAN'S CAR - TURNPIKE - DAY** P.3

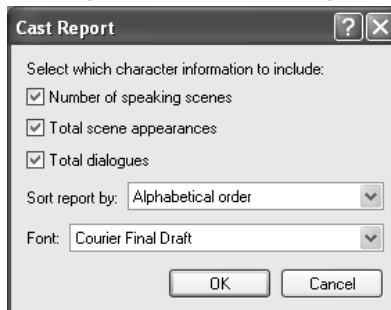
**BRYAN:** No!

## Cast Report

Contains each character and how many times they appear.

*To create a Cast Report:*

- 1 Choose Tools > Reports > Cast Report and the Cast Report dialog appears:



- 2 Choose the parameters desired.
- 3 Choose the font to be used and click OK.

### **OUT4LIFE -- CAST REPORT**

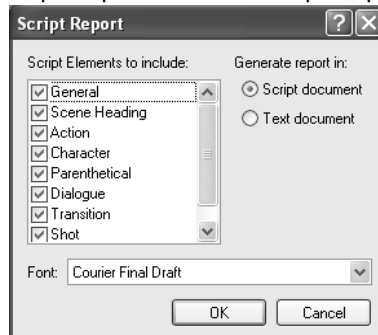
<u>Character</u>	<u>Speaking scenes</u>	<u>Total scenes</u>
ANDY	1	1
BETTY	1	1
BOB	2	2
BRYAN	6	6
ROCHELLE	1	1

## Script Report

Contains the text from specified elements, presented in screenplay format.

*To create a Script Report:*

- 1 Choose Tools > Reports > Script Report, and the Script Report dialog appears:



- 2 Choose the elements to be included by checking them. A checkmark indicates which elements will be included.



*NOTE: Choosing all the Elements will generate a report that is exactly the same as the script itself.*

- 3 Choose whether the report will be generated as a text document or script document.
- 4 Choose the font to be used.
- 5 Click OK.

The following reports contain Scene Headings, Characters and Dialogue.

As a Text document:

**OUT4LIFE -- SCRIPT REPORT**

INT. BRYAN LERNER'S APARTMENT - BEDROOM - DAY

BRYAN  
Wake up, Bryan, time to make some money.

BRYAN (CONT'D)  
Michelle...Michelle.

ROCHELLE  
It's Rochelle.

BRYAN  
Sorry. Listen, you've gotta go...I have to get ready for work.

EXT. STREET OUTSIDE BRYAN'S APARTMENT - DAY

I/E. BRYAN'S CAR - PHILADELPHIA STREETS - DAY

I/E. BRYAN'S CAR - TURNPIKE - DAY

BRYAN  
No!

As a Script document:

**OUT4LIFE -- SCRIPT REPORT**

INT. BRYAN LERNER'S APARTMENT - BEDROOM - DAY

BRYAN  
Wake up, Bryan, time to make some money.

BRYAN (CONT'D)  
Michelle...Michelle.

ROCHELLE  
It's Rochelle.

BRYAN  
Sorry. Listen, you've gotta go...I have to get ready for work.

EXT. STREET OUTSIDE BRYAN'S APARTMENT - DAY

I/E. BRYAN'S CAR - PHILADELPHIA STREETS - DAY

I/E. BRYAN'S CAR - TURNPIKE - DAY

BRYAN  
No!

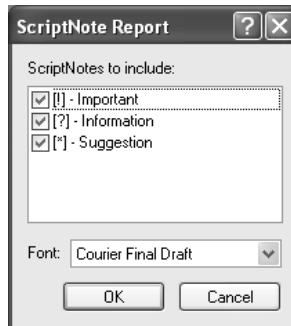


## ScriptNote Report

Contains the page number, scene heading, marker character and complete text of each ScriptNote.

*To create a ScriptNote Report:*

- 1 Choose Tools > Reports > ScriptNote Report, and the ScriptNote Report dialog appears:



- 2 Choose the Notes to be included by checking the desired Markers.
- 3 Choose the font to be used and click OK.

### **OUT4LIFE -- SCRIPTNOTE REPORT**

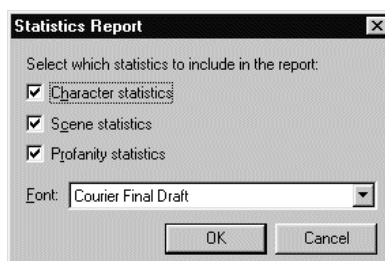
**Scene: INT. ANDY RICHMAN'S APARTMENT - LIVING ROOM - NIGHT** P.7  
! - Needs special lighting

## Statistics Report

Contains the number of words and paragraphs, the number of each element and their percentage of all elements, various character statistics and scene statistics.

*To create a Statistics Report:*

- 1 Choose Tools > Reports > Statistics, and the Statistics dialog appears:



- 2 Choose the parameters to be included by checking (or unchecking) them.

## 3 Choose the font to be used and click OK.

Some excerpts:

**OUT4LIFE -- STATISTICS REPORT****GENERAL STATISTICS**

Number of words: 1603  
Number of paragraphs: 98

**ELEMENT STATISTICS**

<u>Element</u>	<u>Number</u>	<u>Percentage</u>
General	0	0%
Scene Heading	8	4%
Action	35	71%
Character	24	1%
Parenthetical	4	0%
Dialogue	24	21%
Transition	3	0%
Shot	0	0%

**CHARACTER STATISTICS****ANDY**

Speaks 1 times (4%) for a total of 16 words (4%).  
Interacts most with **BRYAN**  
Appears in the following scenes:  
INT. ANDY RIGHTMAN'S APARTMENT - LIVING ROOM - NIGHT  
(page #7) (1 occurrence)

**BETTY**

Speaks 2 times (8%) for a total of 7 words (2%).  
Interacts most with **BRYAN**  
Appears in the following scenes:  
INT. HOUSE IN SAYERVILLE - KITCHEN - DUSK  
(page #4) (2 occurrences)

**SCENE STATISTICS****INT. BRYAN LEINER'S APARTMENT - BEDROOM - DAY**

Page #1 453 words (28%)

Characters

**BRYAN, ROCHELLE**

**EXT. STREET OUTSIDE BRYAN'S APARTMENT - DAY**

Page #2 70 words (4%)

**I/E. BRYAN'S CAR - PHILADELPHIA STREETS - DAY**

Page #2 59 words (3%)

**I/E. BRYAN'S CAR - TURNPIKE - DAY**

Page #3 48 words (2%)

Characters

**BRYAN**

**I/E. BRYAN'S CAR - SUBURBAN STREET - DUSK**

Page #3 59 words (3%)

Characters

**BRYAN**

**EXT. HOUSE IN SAYERVILLE - DRIVEWAY - DUSK**

Page #3 198 words (12%)

Characters

**BOB, BRYAN**

**INT. HOUSE IN SAYERVILLE - KITCHEN - DUSK**

Page #4 553 words (34%)

Characters

## Avid XML Export

This option creates a series of files that can be used by Avid editing systems equipped with Avid MetaSync™. MetaSync is a standard feature within the latest Symphony, Media Composer XL 11, Film Composer XL, Media Station XL, Xpress, NewsCutter Effects, and NewsCutter XP on the Windows platform. Please refer to [www.avid/thirdparty/developers/MetaSync/.com](http://www.avid/thirdparty/developers/MetaSync/.com) for more information about this functionality and what versions of their software are required.

The Avid Export creates a series of files which may be utilized for purposes of inserting a dialogue text into an editing project - for use in closed captioning, subtitling, etc. It will create a file named for each character in the script containing the character report for the character. An XML file called MASTER.xml is also created which contains the proper XML fields to interface the character reports with the Avid MetaSync software.



**NOTE:** *You must use an Avid editing system equipped with MetaSync to access these files. You cannot do so through Final Draft.*

*To perform an Export for use in Avid MetaSync:*

- 1 Choose Tools > Reports > Avid XML Export, and the standard Save dialog appears.
- 2 Navigate to where the files are to be saved.
- 3 Click Save.

## ScriptNotes Export

This option enables writers to annotate their scripts with content for interactive television programming. Interactive elements annotated with ScriptNotes can be exported for use with GoldPocket Interactive's ITV (Interactive Television) technologies, which enables television producers and networks to rapidly create and deliver interactive television programming.

### Using Special Interactive Television (ITV) Script Templates

To help ease the process of annotating interactive elements in a script, we have created a Final Draft script template - *ITV - Script Template* - that contains special ScriptNote Markers for the requirements of interactive television:

- [L] Leaderboard
- [P] Poll
- [Q] Question
- [S] Statistic
- [T] TextBlock



**NOTE:** *You do not need to use the special ITV template. You can use any ScriptNotes you wish and they will be exported, but for consistency we suggest you use them.*

*To use the special ITV Script template:*

- 1 Choose File > New > Scripts > ITV Script Template.
- 2 Open the template desired.
- 3 Begin writing the script, etc.

*To indicate where and how an interactive element should be used:*

- 1 Choose Document > ScriptNotes and the ScriptNote dialog appears.
- 2 Choose the appropriate Marker in the Active Marker area and click OK.
- 3 Position the insertion point where the ScriptNote Marker should be placed.
- 4 Choose Document > Insert ScriptNote.

A ScriptNote Marker appears at the current insertion point position. The new ScriptNote window appears.

- 5 Enter (or paste) text into the ScriptNote window.

The ScriptNote window can be resized or moved. The font, size or style of the text can be changed. Text can be copied from a script and pasted into a ScriptNote. Do not hesitate to enter as much text as required.

- 6 Click the Close box to close the window.

Continue to annotate the rest of the script.

### **ScriptNotes XML Export**

Once you have annotated your script with ITV ScriptNotes, use the XML Export option to create a file that contains all the current script's ScriptNotes for use with GoldPocket Interactive's ITV tools and technology. By annotating the script with special interactive ScriptNotes and then exporting them to GoldPocket's system, you can ensure that interactive elements will be added at the appropriate places in a production.

*To perform an Export for use in GoldPocket Interactive's Event Matrix:*



**NOTE:** *You must be using GoldPocket Interactive's Event Matrix system as well as an Avid editing system. You cannot access this file through Final Draft.*

- 1 Choose Tools > Reports > ScriptNote Export, and the standard Save dialog appears.
- 2 Navigate to where the files is to be saved.
- 3 Click Save.

### **Using GoldPocket's EM Production Suite™ and EventMatrix™ Interactive Network**

The XML file created by exporting your ITV ScriptNotes can be imported via a web-based interface into GoldPocket's EM Production Suite for use during post-production editing and ITV episode production. A joint solution with Avid Technology, the EM Post™ tool enables users of Avid's Symphony, Media Composer, and Xpress systems to assign timing and triggering information for interactive content annotated with Final Draft ITV ScriptNotes. With GoldPocket's EM Content Producer™ writers can preview and edit the interactive content for individual episodes of a TV program. Interactive programming produced using these tools can then be delivered to television viewers via GoldPocket's EventMatrix interactive network, which enables two-way interactivity via set-top boxes, PCs, Macs, and wireless devices.

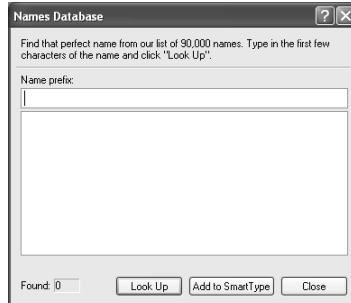
For more information on the EM Production Suite, visit [www.goldpocket.com](http://www.goldpocket.com).

## Names Database

Offers over 90,000 names. This is useful in helping choose alternative names and finding unique or interesting names, as well as their correct spelling.

*To find a character name:*

- 1 Choose Tools > Names Database, and the following appears:



- 2 Type the first few letters of the name in the Name Prefix text field.
- 3 Click the Look up button. It may take a few moments before the results appear. The list contains all the names beginning with the letters entered.
- 4 Scroll through the list. Select the name desired.
- 5 Click the Add to SmartType button to include the selected name in the Character SmartType.
- 6 Perform another search, if desired.
- 7 When finished, click the Close box.

## Reformat

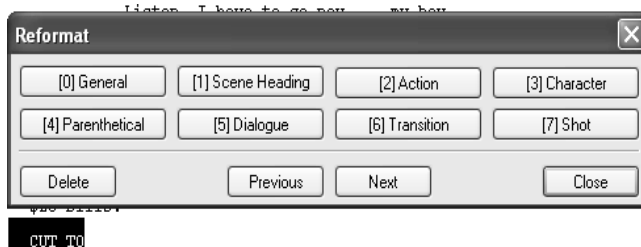
Used to take text which is not formatted properly and transform it into correct script format.

Normally, reformatting text is not necessary. As a script is typed, Final Draft places the text into proper format and paginates it according to industry standards.

Reformatting is needed when unformatted text is pasted into Final Draft from another word processor or when one or more paragraphs are not formatted properly (dialogue accidentally formatted as action, etc.).

Reformatting may be needed after a text document written on another word processor is opened. The built-in formatting logic should turn most, if not all, of the text into a correctly-formatted script. Since text can be laid out by other word processors in many different ways, incorrectly formatted text may need to be reformatted.

Choose Tools > Reformat and the paragraph where the insertion point is located is selected and the floating Reformat dialog appears:



To change the paragraph to a different element type, press the proper key corresponding to the desired element, or click the appropriate button.



**NOTE:** No typing can be done while the Reformat dialog is open.

*For more information, refer to the Reformat section.*

## Format Assistant

Used to check the script for formatting errors.

Final Draft is designed to automatically format a script correctly. But because formatting errors may unintentionally occur while you are writing, the Format Assistant will alert you if a script has:

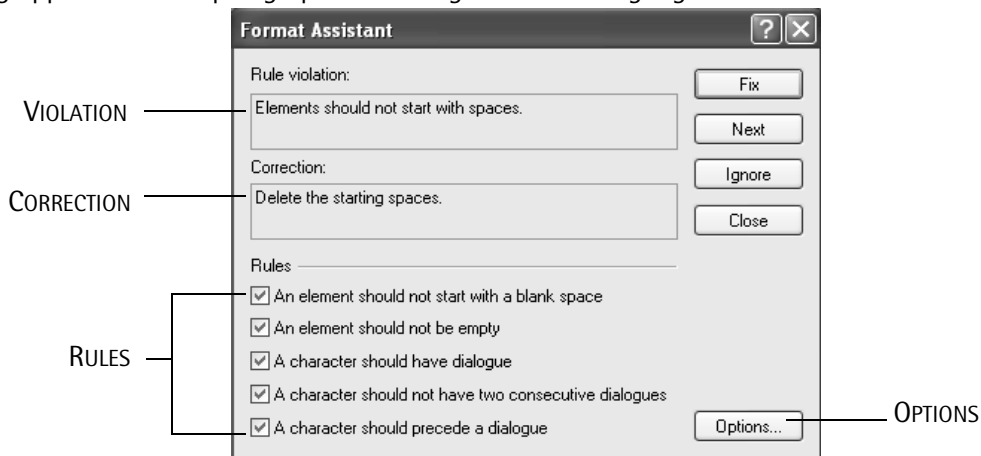
- Elements that begin with a blank space;
- Empty elements;
- Characters with no Dialogue;
- Characters with two consecutive Dialogues;
- A Dialogue without a Character preceding it.

The Format Assistant may be run at any time. It can also be run automatically before you print.

*To use the Format Assistant:*

Choose Tools > Format Assistant.

The Format Assistant begins to search for errors. If an error is found, the Format Assistant dialog appears and the paragraph containing the error is highlighted.



In this case it found an element with a space at the beginning.

Text in the **Violation** area will inform you of which formatting rule was broken.

Text in the **Correction** area will inform you of how the error will be corrected.



*To correct an error:*

Click Fix.

The error will be corrected. The search for additional errors continues.

*To disregard an error and continue checking for more errors:*

Click Ignore.

*To disregard an error and remember to disregard it until the script is closed:*

Click Ignore.

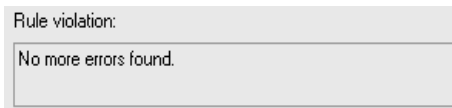
*To change the Format Assistant's Rules:*

Uncheck (or check) the checkbox next to the desired Rule.



**NOTE:** *The Rules will be changed and retained for the current script only.*

When there are no additional errors, the Format Assistant dialog will indicate:



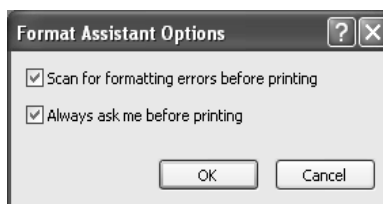
*When finished:*

Click Close.

## Format Assistant Options

These options determine whether and how to use the Format Assistant before printing.

From the Tools > Format Assistant dialog, click Options and the following appears:



### Scan for formatting errors before printing

Check this option to have a script checked by the Format Assistant before it is printed. Default is enabled.

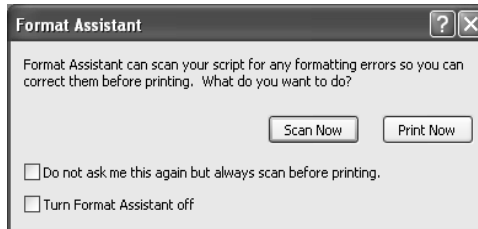
### Always ask me before printing

Check this option to have Final Draft ask whether you want a script scanned for formatting errors before you print. Default is enabled.

## Printing and Format Assistant

By default, Final Draft will ask you if you want the Format Assistant to be run before you print.

From the File > Print dialog, click OK (Windows) or Print (Mac OS) and the following appears:



### *To run the Format Assistant:*

Click Scan Now and the Format Assistant will begin scanning.



**NOTE:** *Any Rules that have previously been changed for the current script will be in effect.*

If no errors are found, the script will be printed.

If any errors are found, the Format Assistant dialog will appear asking if you wish to correct them.



**NOTE:** *In order to print the corrected script you will have to choose File > Print again.*

### *To print without running the Format Assistant:*

Click Print Now.

### *To run the Format Assistant automatically before printing:*

Check the Do not ask... checkbox.

### *To disable the Format Assistant:*

Check the Turn Format Assistant off checkbox.

## ScriptCompare

Examines two scripts and displays their differences.

*To compare two scripts:*

- 1 Open the first script.
- 2 Choose Tools > ScriptCompare.

The standard Open dialog appears.

- 3 Choose the script to be compared and click Open.

After the two scripts are compared a new script appears. It contains text from both scripts with the original text in blue and the changed text in red.

RED TEXT	—	<del>Bryan reaches into his pocket and pulls out a thick wad of bills.</del>
BLUE TEXT	—	Bryan reaches into his pocket and pulls out a thick wad of \$20 bills.
INDICATES	CHANGES	

This new document is named *[Scriptname] Changes.fdr* and can be saved for future reference, if you desire.

## CollaboWriter

*CollaboWriter* allows you to collaborate and discuss a script with other Final Draft users anywhere in the world via the Internet.



**NOTE:** Though you can use a dial-up connection, DSL or better is strongly recommended, for best results.



**NETWORK NOTE:** If your computer is behind a firewall, *CollaboWriter* may not function properly.

See the *CollaboWriter* section for complete details.

## Customize (Windows)

This is the same as choosing View > Toolbars > Customize. *Refer to that section for details.*

## Options (Windows)

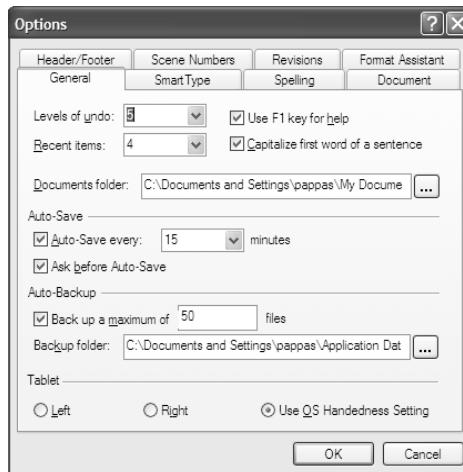
For similar functionality in Mac OS, refer to File > Preferences.

Options are settings that allow you to control the way a number of Final Draft for Windows features operate. Settings are saved between sessions.

The General tab is specific to this command. As a convenience, options for some other commands that have an Options tab in their dialog are included. These include: SmartType, Spelling, Document, Header/Footer, Numbers and Revisions. *Refer to the appropriate sections for details.*

*To set Options:*

- 1 Choose Tools > Options and the Options dialog appears:



- 2 Click the desired tab and make any changes.
- 3 Click OK to apply the settings.

## General

### Levels of Undo

Sets the number of levels for Undo/Redo. Default is 5.

### Recent Items

Sets the number of recently-opened files displayed in File Menu (Windows) or File > Recent Files (Mac OS). Default is 4.

### Use F1 key for help

Allows the F1 key to be used to invoke Help. Default is enabled. Uncheck this if you want to assign the F1 key to be a keystroke shortcut.

### Capitalize first word of a sentence

Automatically capitalizes the beginning of every sentence. Default is enabled.

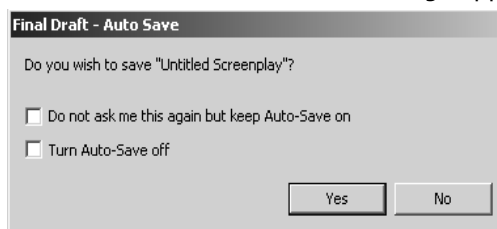
### Documents Folder

Allows you to set the Documents folder to a different location and name, if desired.

### Auto-Save Every

When this option is enabled, Final Draft automatically saves scripts after the time indicated in the Minutes drop-down has elapsed. Default is enabled.

If changes have been made since the last save, the specified time has expired, and the Ask Before Option is enabled (see *below*), a confirmation message appears:



**NOTE:** *Even if the time has expired, Final Draft will not interrupt your typing to save the script. It will wait for approximately ten seconds of inactivity before triggering an Auto-Save.*

*To save:*

Click Yes.

*To not save at this time:*

Click No.

*To continue to Auto-Save automatically:*

Check the Do not ask.... checkbox.

*To disable Auto Save:*

Check the Turn Auto-Save off checkbox.

### **Ask Before Auto-Save**

When enabled, a confirmation message appears when Auto-Save is triggered (see above).

When disabled, the message does not appear and Auto-Save is automatically performed at the appropriate time. Default is enabled.

### **Auto-Backup**

Automatically saves a backup copy of the script every time a script is saved manually or by auto-save. Default is enabled.



**TIP:** *This features allows you to "recover" when you have saved a script and realized that you did not mean to do so.*

The backup copy will be named [date] [time] [filename].fdr. For example, if we saved the script *Out4Life* on June 15, 2005, at 1:37pm, the backup would be named *200506151337Out4Life.fdr*.



**NOTE:** *The backup contains the previous contents of the script.*

### **Backup File Count**

Sets the maximum number of files that will be saved in the folder at one time. As you save, older backups are automatically deleted so that you do not accumulate too large a number of backups.

### **Backup Folder/Select New Folder**

Allows you to set the backup folder to a different location and name, if desired. For example, you could set it to save backups to another hard drive.

### **Tablet**

Allows Tablet PC users to set where the scroll bar is positioned. Default is Use OS Handedness Setting.

Production

9

# Production Menu

The commands and functions in the Production Menu are used when a script is placed into production. Production scripts (shooting scripts) mean scene numbers, revision marks, revision pages, A and B pages, A and B scenes, and (without Final Draft) potential headaches for the writer. Final Draft contains all the functions required to track the changes and meet the challenges that production brings to the script (and the writer).



**TIP:** *We suggest that all writers become familiar with the functions that production scripts require. Experiment with the commands in this menu to experience what can happen to a script as it goes into production. We also suggest that you use the sample Out4life script, or a copy of one of your own scripts.*

Revisions keep track of all changes made to a production script. After a few hundred copies of a script have been printed and distributed, and then changes are made, it is imperative that each modification be clearly identified. When a line is changed here, some dialogue changed there, a new scene added, etc., **Revision Marks** clearly annotate the changes so they jump out at the reader.

There will continually be additional revisions. Once the revised pages have been printed and distributed, there is inevitably another set of revisions which will need to be printed and distributed, too. Final Draft allows for multiple **Revision Sets**, with different characteristics, so one set is easily distinguished from the next and the next.

Then there is the problem of revisions changing the pagination of pages which follow any modifications. Consider what occurs when a paragraph or two is added to page 20. Normally, Final Draft would repaginate the pages that follow to allow for the new text. In production scripts, this would cause a problem because the rest of the script would have to be reprinted to accommodate the new pagination. Final Draft can **Lock** (prevent) the beginning of every page from changing. If an added paragraph causes a page to overflow, a *new* page is created to contain the overflow text. This page will be numbered with the previous page number and a letter, starting with "A" and increasing as additional pages are added. In the example of page 20 above, the next page would be 20A followed by the old page 21, which will contain exactly what it previously had. Page 21 would not need to be reprinted because it remains unchanged.

Again, consider that several hundred copies of the script have been distributed. When changes are made it would be a waste of money and resources to reprint the entire script over and over again. It is smarter, and much more economical, to print only the pages that have changed. Final Draft has the ability to print only the modified pages. If a color printer is available, revisions can be printed in color. See *File > Print*.



## About A and B Scenes & A and B Pages

During pre-production and production, shooting schedules and most other production coordination is organized by scene number. If new scenes are added, they must use A and B designations to prevent possible confusion, and costly reworking of the shooting schedule.

Though similar in concept to A and B pages, maintaining the original scene numbering and creation of A and B scenes in Final Draft is a *completely separate* function from the creation of A and B pages.

Use the Scene Number Keep option, to maintain original scene numbering and have A and B scenes created.

The various page Lock commands control how new A and B pages are numbered.

## Scene Numbers

Used to number or renumber scene numbers or other elements.



**TIP:** *Traditionally, scenes are not numbered until pre-production begins. If you are submitting a script, we suggest that you do not number the scenes.*



**NOTE:** *In Final Draft, scene numbers are not automatically assigned as a script is entered or revised. Production > Scene Numbers must be used to number, or renumber, scenes.*

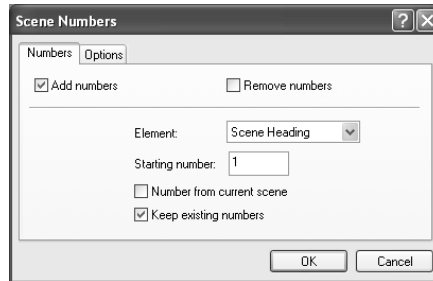
In standard screenplay format (and Final Draft default), scene numbers are assigned to Scene Headings only. If the script requires that a heading will not be assigned a scene number, the Shot element or General element should be used, instead of the Scene Heading element.

Final Draft also contains options for nonstandard numbering, by permitting any element to be numbered, if desired. Nonstandard numbering may be used in animation, interactive, multimedia and other scripts.

*To number scenes using the default settings:*

- 1 Choose Production > Scene Numbers.
- 2 Click the Add numbers checkbox (Windows) or Number/Renumber checkbox (Mac OS).

By default, the Scene Heading element is selected:



3 Click OK.

Every Scene Heading will be assigned a scene number, starting with the number entered in the Starting Number field (the default is one), and incrementing by one.



**NOTE:** *If the Keep Existing Numbers option is unchecked (and numbering has previously occurred), a confirmation message will appear when OK is clicked.*

## Numbers

### Elements pop-up

Determines which element is to be numbered. Only one element may be numbered at a time. Default is Scene Heading.

### Starting Number

Begins (re)numbering, starting with the number entered in this text field. Default is one.

### Number From Current Scene

Causes the (re)numbering to begin with the scene corresponding to the current insertion point position. Default is disabled.

### Keep Existing Numbers

Locks existing scene numbers. New scenes which have been inserted between previously numbered scene headings will be assigned "A" and "B" scene numbers. Default is disabled.

*To use the Numbers Options:*

- 1 Set any Numbers Options that are applicable.
- 2 Click OK. The Element selected in the Element pop-up will be numbered according to the settings.

*To delete numbers:*

- 1 Click the Remove Numbers checkbox.
- 2 Choose the element desired from the Element pop-up menu.
- 3 Click OK.

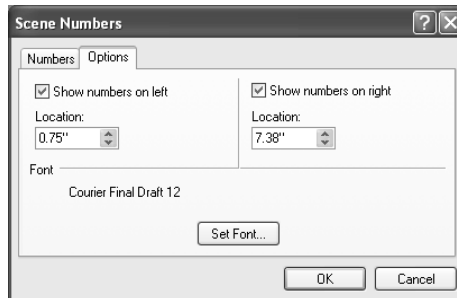
A confirmation dialog appears.

- 4 Click Yes.

Numbers will be erased from the selected Element.

## Options

Click the Options tab and the following appears:



### Draw Number on Left and Draw Number on Right checkboxes

Determines if numbers will be displayed on the Left and/or Right. Default is both enabled.

### Left and Right Location Settings

Measured in inches from the left edge of the page, these settings control where the numbers appear. Default is 0.75 for Left and 7.38 for Right.

*To change the Left or Right Location settings:*

Click the up or down arrows next to the setting.



**NOTE:** Once changed, these settings will remain for future (re)numbering, no matter which Element is selected in the Element pop-up.

## Font

Indicates the current font and size setting that the numbers will use. Default is Courier Final Draft 12.

*To set Font attributes:*

- 1 Click the Set Font button.

A font dialog appears.

- 2 Make any changes desired and click OK.

## Edit Scene Number

Allows the current scene number to be modified manually.

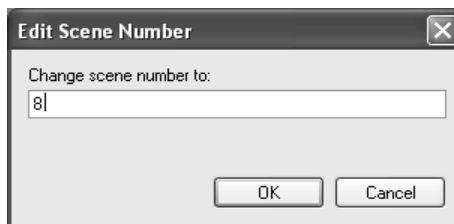


**NOTE:** *This applies to scene numbers for Scene Headings only. Numbers for other elements cannot be changed manually.*

*To modify a scene number:*

- 1 Position (click) the insertion point within the scene whose number is to be edited.
- 2 Choose Production > Edit Scene Number.

The Edit Scene Number dialog appears, containing the scene number for the insertion point position. For example:



- 3 Edit the text field as desired.
- 4 Click OK.

The current scene's number will be modified.



**NOTE:** *If the scene has yet to be numbered, the dialog appears blank.*

## Omit Scene

Once scenes are numbered, this command is used to indicate that a scene has been deleted. Since the scene numbers must not change, the term "omitted" is used to replace the text of the deleted scene.

*To omit a scene:*

- 1 Place the insertion point within the scene to be omitted.
- 2 Choose Production > Omit Scene.

The scene will be cut out and stored (see below). The word "omitted" is inserted and the scene number remains, similar to:

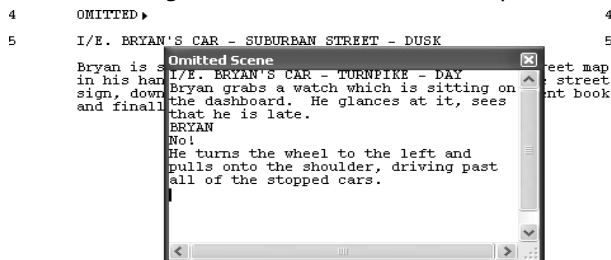
OMITTED SCENE	— 4	OMITTED ▽	4
	5	I/E. BRYAN'S CAR - SUBURBAN STREET - DUSK	5
		Bryan is stopped at an intersection, staring at a street map in his hands. He looks at the map, glances up at the street sign, down at the written directions in his appointment book and finally back to the map.	

The triangle icon indicates that the deleted portion can be viewed or retrieved.

*To view omitted scenes:*

- 1 Double click the triangle icon and a dialog appears.
- 2 Click View.

A small window appears, containing the omitted text. For example:



- 3 Click the Close box when done.

*To retrieve omitted scenes:*

- 1 Double click the triangle icon and a dialog appears.
- 2 Click Unomit.

The scene is restored.

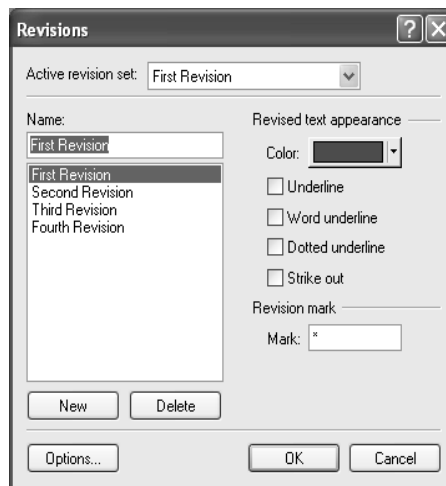


**NOTE:** *Omitted text and its scene number can be permanently deleted from the script, by selecting and deleting it. This defeats the purpose of omits as scenes would have to be renumbered.*

## Revisions

Allows the selection, modification and creation of different revision styles, each with separate characteristics.

Choose Production > Revisions, and the following appears:



### Revision Style

When entering revised text (see Revision Mode, below) or Marking revised text (see next topic), the revised text will have the characteristics (and color) of the active Revision Style, indicated by the name in the Active Revision pop-up area. Every Revision Style has its own set of characteristics. One benefit of having multiple revision styles is that it is easy to differentiate between recent revisions and earlier ones. When the script is printed, the revised text will be printed in its designated typestyle (and color if a color printer is used).

The only initial difference between the default Revision Styles is their name and color.

*To change the active Revision Style:*

Select the style desired from the Active Revision set pop-up.

*To change the characteristics of a revision style:*

Click the desired revision style, and its characteristics appear.

*To change the color of the selected revision style:*

- 1 Click the color swatch.

(Windows) The standard Windows Color Palette appears. Choose a color, or click Other and the standard Color Picker appears.

(Mac OS) The standard Color Picker will appear.

- 2 Choose the color desired and click OK.

The new color will be displayed as the color swatch.

*To change the typestyle of the selected revision style:*

Click the checkbox of the typestyle desired.

Multiple typestyles may be used at one time.

*To change the Revision Mark of the selected revision style:*

- 1 Click in the Mark text field.
- 2 Replace the current text character with any text character desired.



**NOTE:** *Traditionally (and Final Draft default), the Revision Mark is an asterisk ("\*").*

*To add a new revision style:*

- 1 Click New.

A new revision will be added at the end of the list and the default name will be selected in the Name text field.

- 2 Edit the name as desired.
- 3 Select an appropriate color and typestyle.

*To delete a revision style:*

- 1 Select the revision in the list.
- 2 Click Delete.

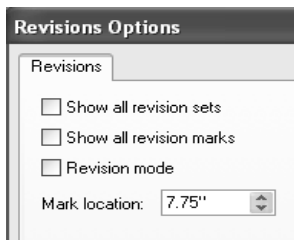
The revision style is cleared from the list and all revisions in the script that were marked with that revision style will no longer be marked as revised.

*When all changes are complete:*

Click OK.

## Revisions Options

- 1 (Windows) Click Options in the Revisions dialog to set options for all revisions.  
(Mac OS) The options appear in the General Revisions Settings portion of the dialog.



- 2 Click the checkbox of the option desired to activate or deactivate it.

### Show All Revisions Sets

Allows all revisions to be shown at the same time. When disabled, only the *active* revision style will be displayed. Default is disabled.

### Show All Revision Marks

Allows all revision marks to be shown at the same time. When disabled, only the *active* revision marks will be displayed. Default is disabled.

### Revision Mode

When enabled, causes any text that is entered to be marked as revised. Default is disabled.

Use this feature when any changes should be marked as revised. It is easier to turn on Revision Mode than to manually mark every change after the fact using Production > Mark Revised (see below). Everything typed will be marked as revised and displayed in the current revision style. This option performs the same function as Production > Revision Mode (see below).



### Mark Location

Sets the margin for the Revision Mark, measured from the left edge of the page. Default is 7.75.

*To change the margin setting:*

Click the up or down arrow.

*To apply the Options:*

Click OK.

## Revision Mode

A toggle command which allows all added or edited text to be marked as Revised. It is marked with a checkmark when enabled, and is not checked when disabled.

Use this feature when all subsequent changes should be marked as revised. It is easier to turn on Revision Mode than to manually mark every change after the fact using Production > Mark Revised (see below). Everything typed will be marked as revised and displayed in the active revision style.

This option performs the same function as Production > Revision > Options > Revision Mode.

## Mark Revised

Causes all currently selected text to be marked as revised, using the active revision style. This allows a reader to easily spot any revisions.

*To mark revision text:*

1 Select the text.

INT. DARK OFFICE - NIGHT

A WRITER sits at a desk, hunched over a computer, his face  
bathed in the glow of the screen. He looks as if he has not  
slept for a week.

2 Choose Production > Mark Revised.

A Revision Mark (default is an asterisk "") appears to note the text as revised. The text appears in the color and typestyle set for the current revision style. For example, with the current revision style set to use asterisks as a mark and underline words as the typestyle, it will appear as:

INT. DARK OFFICE - NIGHT

A WRITER sits at a desk, hunched over a computer, his face  
bathed in the glow of the screen. He looks as if he has not \*  
slept for a week. \*

## Clear Revised

Deletes any revision marks and reverts revised text to normal.

*To clear text which has been marked as revised:*

- 1 Select the revised text.
- 2 Choose Production > Clear Revised.

Revision marks and revision styles are removed, and the text appears like other text in the script.

*To clear all the revised text in a script:*

- 1 Choose Edit > Select All.
- 2 Choose Production > Clear Revised.

## Lock Pages

Overrides automatic pagination functions. Any changes to the script that cause pages to overflow will create A and B pages.

Normally, the script is repaginated whenever text is added or deleted. Script locking keeps each page consistent with previous versions. Every page will begin with its "original" text, as long as the script remains locked.



**TIP:** *As a backup, before you lock a script or unlock/relock any pages, we strongly suggest you save a copy of the script under a different name or use File > Backup.*

*To lock script pages:*

- 1 Choose Production > Lock.

A dialog appears asking whether to enable Revision Mode (see above).

- 2 Click either the Yes or No button, depending on the situation.

No matter which response is chosen, Final Draft goes through the script and marks down where each page begins. When new text is added, an "A" page is added.

- 3 The menu command changes to Lock "A" Pages, and other locking and unlocking commands are enabled (see below).



**NOTE:** *When text is deleted or omitted from a locked page, Final Draft will not bring text "up" from the following page to fill the empty space. That space will remain to indicate that some text has been deleted.*

## Lock "A" Pages

Allows each revision to be locked separately.

For example, pages have been locked so there is now a 21A, 21B, etc. Choose Production > Lock "A" Pages. All existing A and B pages will now be locked themselves and act just like any other locked page (retaining their starting position, etc.) When new text is added to a locked A page that causes an overflow to a new page, it will become an "AA" page, and so on. Likewise, if there are multiple locked pages and you delete more than a page, the multi-page range that appears in the Header will reflect the page range that was deleted (such as 7BB-9A).

## Unlock "A" Pages

Reverts one level of Locking. It is enabled only after Production > Lock "A" Pages is used.

*To unlock "A" pages:*

- 1 Choose Production > Unlock "A" Pages. A confirmation dialog appears.
- 2 Click Yes.

The last Production > Lock "A" Pages will be overridden, and the appropriate pages will be unlocked.



*NOTE: This command may be chosen multiple times, if applicable.*



*NOTE: No matter how many times "A" pages are unlocked, the menu still indicates "A".*

## Unlock All Pages

Completely unlocks the script and renumbers the pages (removing all "A" and "B" pages).

*To unlock all pages:*

- 1 Choose Production > Unlock All Pages.

A confirmation dialog appears.

- 2 Click Yes.

All pages will be unlocked. All text will be repaginated so that the pages are renumbered consecutively.

## Locking Tools [Submenu]

### Relock Pages

Relocks the script from the page containing the insertion point to the end of the script. This is used when the locked script does not match the printed draft of the script exactly, due to pages not being properly locked at some point before changes were made.

- 1 Place the insertion point on the page from which relocking is to begin.
- 2 Choose Production > Relock Pages.

A confirmation dialog appears.

- 3 Click Yes.

All pages following the current page will be unlocked and reflowed normally, then locked again.

### Adjust Locked Page

Allows the starting position for a single locked page to be changed. This is used when a particular locked page needs to be moved up or down a paragraph or two to match a printed draft.

- 1 Place the insertion point at the beginning of the paragraph where adjustment is to begin.
- 2 Choose Production > Adjust Locked Page.

A confirmation dialog appears.

- 3 Click Yes.

The Adjust Locked page dialog appears. For example:



- 4 Select the page number where the current paragraph should begin.
- 5 Click OK. The script is repaginated to reflect the new starting position for the specified locked page.

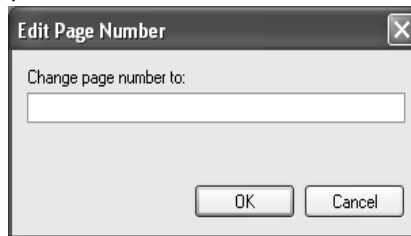
## Edit Page Number

Allows the current page number to be modified manually.

*To modify a page number:*

- 1 Position (click) the insertion point within the page whose number is to be edited.
- 2 Choose Production > Edit Page Number.

The Edit Page Number dialog appears:



- 3 Enter the page number as desired.
- 4 Click OK.

The current page's number will be modified.

## Lock New Page

Creates a new locked page at the current insertion point position. This should only be necessary if a page is incorrectly numbered.

- 1 Place the insertion point exactly where the new locked page is to begin.
- 2 Choose Production > Lock New Page.

A confirmation dialog appears.

- 3 Click Yes.

The page will be locked.

## Unlock Page

Unlocks a single page. This should only be necessary if a page is incorrectly numbered or is improperly numbered as an "A" page.

- 1 Place the insertion point on the page to be unlocked.
- 2 Choose Production > Unlock Page.

A confirmation dialog appears.

- 3 Click Yes.

The page will be unlocked.

FINAL DRAFT

210 – Production Menu



Window Menu

10

Window Menu

## Window Menu

Offers controls for displaying the currently open scripts. The bottom of the Window menu contains a list of all currently open scripts.

*To make a script in the list the frontmost (active):*

Select the script from the list.

It will be brought to the front and a checkmark will appear next to its name in the list.

### Cascade (Windows)

View all the currently open scripts, stacked one on another. This makes it easy to cut and paste text between different scripts.

Choose Window > Cascade and all open scripts will be placed one upon the other.

### Tile (Windows)

View all the currently open scripts, tiled onscreen. Similar to Cascade, it makes it easy to cut and paste text between different scripts.



**NOTE:** *The size of each tile depends on the number of scripts that are open.*

Choose Window > Tile, and all open scripts will be arranged on screen in tiles.

### Zoom (Mac OS)

Resizes the active window.

Choose Window > Zoom and the active window will toggle between its original size and a size where all its contents are visible (depending on the monitor).

This performs the same operation as clicking the window's Zoom box.

### Minimize Window (Mac OS)

Minimizes the window into the Dock.

### Bring All to Front (Mac OS)

Places all Final Draft windows in front of any others that are opened.

# Help Menu

## Help Menu

### Final Draft Help

Built into Final Draft is a detailed help system that contains information about program operations, all functions, each menu command, etc.



**NOTE:** *The Windows and Mac OS Help menus may offer the following commands in a different order, but all functionality is identical.*

*To use Help:*

- 1 Select the Help > Final Draft Help.
- 2 Choose the topic desired.  
- or -  
(Windows) Whenever a dialog box is displayed, click the Question Mark button near the right edge of the title bar:

QUESTION MARK BUTTON



A question mark appears.

- 3 Click on a dialog, a button, etc.

The Help for that item appears.

### Ask the Expert

Launches the Ask the Expert program.

Guidance, tips and insights are available from scriptwriting expert Syd Field, veteran television writer Larry Brody and accomplished playwright Jon Dorf. In addition, you can access and print the full text of the Writers Guild of America, west's documents *Creative Rights Handbook for Writers of Theatrical and Long-Form Television Motion Pictures*, The Short-Form and Long-Form versions of *The Writers Guild Standard Writing Services Theatrical Contracts* and *Television Contracts*.

As the cursors moves over certain portions of the text, the text becomes highlighted. Like an Internet web page, click any highlighted text and additional windows of information appear.

When done, click Exit and the program will be closed.

## Tip of the Day

Read all the helpful tips.

## Final Draft on the Web

### Get Technical Support

### Program Updates

### Submit Feedback

Choose any of these items to launch your Internet browser and connect to the selected page on Final Draft's website.



**TIP:** *For technical support, the Online Knowledge Base is available 24 hours a day, 7 days a week. This is the first place to go to get information when you have questions.*

## Register Online

Register your copy of Final Draft over the Internet. See *the Getting Started section for details*.

## Activate/Deactivate

You can **activate** your computer to run Final Draft without restrictions on your computer.

Once **activated**, you may deactivate it, so that the activation can activate a different computer.

This can be accomplished online or over the phone.



**WARNING:** *If you reformat your hard drive before removing the activation, it will be lost.*

See *the Getting Started section for complete details*.

## Customer Support

Provides information about your copy of Final Draft and your computer.

## About Final Draft (Windows)

View information about the current version, Customer Number, etc.

Mac OS users should refer to Final Draft > About Final Draft.



# Elements

Manage and modify special paragraph styles

Scripts are composed of different types of information – Scene Headings, Character Names, Dialogue, Transitions, etc. Traditional screenwriting conventions dictate that each has separate indentations, alignment, spacing, casing, etc. Final Draft calls these unique paragraphs Elements. The specifications for all Elements are defined in the Format > Elements dialog. Other word processing programs may refer to them as style or style sheets.

When a new paragraph is added to the script, its characteristics are taken from the specifications in the Elements dialog and applied to the paragraph, giving the script a consistent, professional look.

The entire script may be altered by changing the settings for one or more elements. For example, if the indentations for the Dialogue element are changed, every paragraph of dialogue is reformatted accordingly. This causes the script's length to be adjusted (lengthened or shortened).

## Standard Elements

The basic default Elements (except Shot) include:

SCENE — EXT. STUDIO PARKING LOT - DAY

ACTION — A WRITER and an AGENT are walking from the parking lot  
towards an office.

CHARACTER ————— AGENT

PARENTHETICAL —————(whispers)

DIALOGUE               Just follow my lead. I know you're ready  
to do this pitch.

TRANSITION ————— DISSOLVE TO:



## Scene Heading (Slug Line)

Marks the beginning of a scene, describing where and when the scene takes place. They are always written in all-capital letters. Traditionally, Scene Headings are the only element that have a scene number assigned to them. They will not be "orphaned" at the bottom of a page but will be placed at the beginning of the next page to stay with the action that follows.

	EXT.	STUDIO PARKING LOT	-	DAY
SCENE INTRO	_____	_____	_____	_____
LOCATION	_____	_____	_____	_____
TIME	_____	_____	_____	_____

Scene Intros indicate whether the scene is set inside or outside. The default Scene Intros are: INT (interior); EXT (exterior); I/E (interior/exterior).

Location indicates where the scene is to take place.

Time indicates when the scene is to take place.

## Action

Represents screen direction which tells what is happening in the scene. It may include physical and psychological action.

## Character

Always precedes dialogue to indicate who is doing the talking. They are always written in all capital letters.

CHARACTER

CHARACTER	_____	NARRATOR (V.O.)
		The Grand Canyon is one of the jewels of our National Park System.

A **Character Extension** indicates where the speech is "coming from" - off screen, voice-over, etc.

## Parenthetical

Directions which precede or follow dialogue. They indicate an immediate action being taken by the speaker, or that the dialogue should be delivered in a certain way. Parentheticals should be no more than a few words.



**NOTE:** When a Parenthetical element is added, Final Draft automatically enters both the left and right parentheses and positions the insertion point between them.

### **Dialogue**

A character's speech. It is always preceded by a Character Name, which identifies the speaker.

### **Transition**

Marks the end of a scene and may indicate how the passage between scenes takes place. They are always written in capital letters.

### **Shot**

Used to indicate a camera angle, camera movement or direction within a scene. They are always written in capital letters. They behave and paginate just like Scene Headings, although they do not get numbered. They will not be "orphaned" at the bottom of a page but will be placed at the beginning of the next page to stay with the action that follows the shot description. For example:

BACK TO ANDY

CLOSE-UP ON THE TELEVISION SCREEN

### **General**

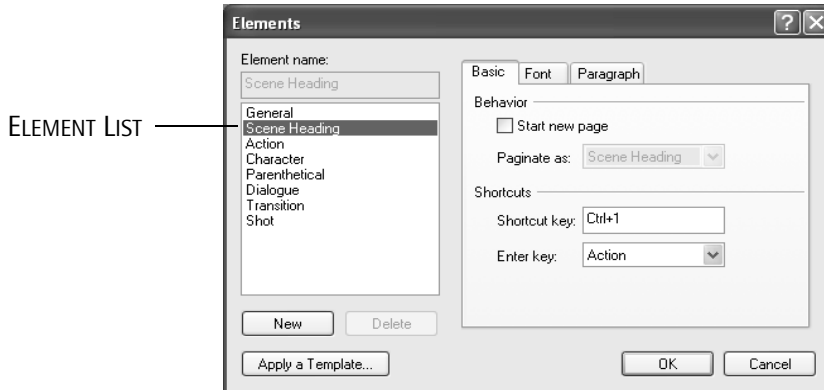
Used for any text which does not fall within any of the standard elements.

## Modifying Elements and Creating New Elements

Most scripts can be written with just the default set of elements. Elements can also be modified and expanded, allowing complete customization of the look of any script.

*To modify the Elements:*

- 1 Choose Format > Elements and the Elements dialog appears:



The Elements dialog contains the controls for all aspects of each element. It contains a list of the current elements as well as all the keystrokes, margins, alignment, spacing and stylistic information for each Element.

- 2 Make changes to any Element(s).
- 3 Click OK.

The script will be changed appropriately.

## Basic Tab

The Elements List contains the elements that are defined for the currently open script. The currently selected element's characteristics (Scene Heading in the picture, above) are determined by the options set in the Basic, Font and Paragraph tabs of the Elements dialog.

## Behavior Options

Determines what happens when an element is added or inserted in the script.

### Start New Page checkbox

When checked, a new page will begin where the element is added or inserted. The default setting is disabled, since there is no 'traditional' script element that automatically begins a new page.

### Paginate As pop-up menu

Instructs Final Draft how to break pages when text overflows between pages. Disabled for the default elements and enabled for custom elements only. The rules for breaking pages for one of the default elements listed may be used, or nothing special (None) can be selected.

For example, you are writing a musical and have created a special Lyrics Element for use when characters are singing. The Lyrics Element is set to paginate as Dialogue. This ensures that it will not be orphaned from its associated Character paragraph.

## Shortcuts

Determines which Element Shortcuts will be used to add or insert the element. It also indicates which element is automatically created when the Enter Key (Windows), or Return Key (Mac OS) is pressed after text has been entered.

### Control Key (Windows), Command Key (Mac OS)

Displays the key that is currently used by an Element Shortcut to create the element paragraph.

### *To change the Element Shortcuts:*

- 1 Choose the element desired from the Element List.
- 2 Click in the Shortcut Key text field.
- 3 Replace the current character with any character desired. It can be a number, character, function key, etc.

**Enter Key (Windows), Return Key (Mac OS) pop-up menu**

Determines which element is automatically created when the Enter Key (Windows), or Return Key (Mac OS) is pressed after text has been entered.

*To change which element is automatically created when the Enter/Return key is pressed:*  
Choose the element desired from the pop-up menu.

*To create a custom element:*

- 1 Click the New button.

A default name appears in the Element List and in the text field above the list.

- 2 Edit the name in the text field as desired. The name in the Elements List changes accordingly.

The Basic, Font & Paragraph tab options are set to default for those of the General Element.

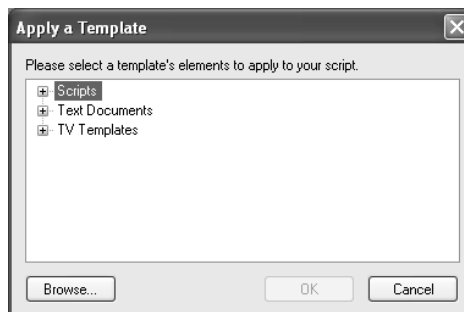
- 3 Make any changes desired.

*To delete a custom element:*

- 1 Select a custom element. The Delete button becomes enabled.
- 2 Click Delete.

*To load elements from other scripts or Template files:*

- 1 Click the Apply a Template button and the following appears:



**2** A list of files available in the Stationery folder appears.

- or -

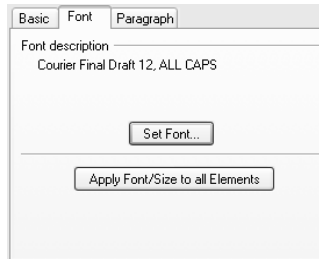
Click Browse and navigate to where scripts or other Template files are stored.

**3** Choose the file desired.

The Elements from the file will be loaded and can be edited for use with the current script.

## Font Tab

Indicates the current font and size setting that each element will use. Default is Courier Final Draft 12.



**WARNING:** *The reliance on Courier font (12 point size, plain text style) represents a holdover from the "old days" in what is the officially accepted appearance of scripts. This default font and size matches what was used on most typewriters. Use a different font at your own risk. Many industry professionals do not trust seeing scripts in a different font. They feel you may be "cheating" the length of your script, or worse, are unprofessional.*

*To set font and size for a single element:*

- 1 Choose the element desired from the Element List.
- 2 Click the Font tab.
- 3 Click Set Font.

The standard font dialog for your computer and operating system appears.

- 4 Make any desired changes and click OK.

*To set font and size for all elements:*

- 1 Change these font attributes for one element.
- 2 Click the Apply Font/Size to All Elements.

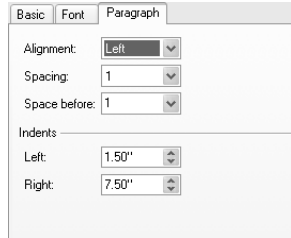
All the elements will now be set to the same font and size.



**NOTE:** *Font and size changes will not be applied to the script until OK is clicked.*

## Paragraph Tab

Determines additional attributes for each element.

A screenshot of a software interface's 'Paragraph' tab. The tab is part of a group with 'Basic' and 'Font' tabs. It contains three dropdown menus: 'Alignment' set to 'Left', 'Spacing' set to '1', and 'Space before' set to '1'. Below these is a section titled 'Indents' with two more dropdown menus: 'Left' set to '1.50"' and 'Right' set to '7.50"'. Each dropdown menu has small up and down arrows next to it.

### Align pop-up list

Offers the options Left, Centered, Right and Justified. Default is Left.

### Spacing pop-up list

Offers the options 1, 1.5, 2, and 3. Default is 1.

### Space Before pop-up list

Allows changes in the spacing *before* the paragraph the insertion point is currently in, or for each paragraph contained in a selection. Options include 0, 1, 2 and Other (where you can enter a value up to 30).

### Left and Right Indents

Measured in inches from the left edge of the page, these settings control the indents of each element.

*To change the Left or Right Indent settings for an element:*

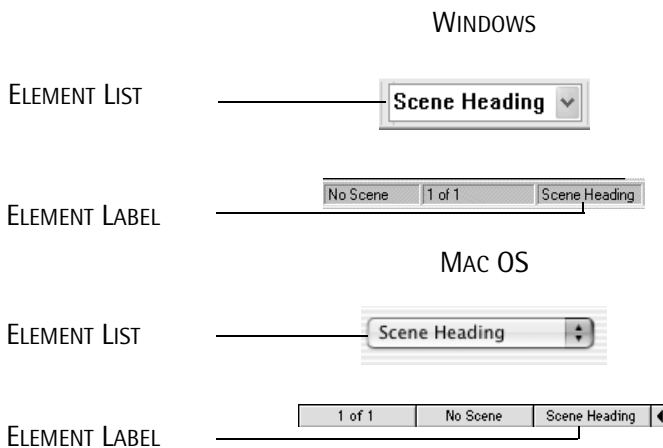
- 1 Choose the element desired from the Element List.
- 2 Click the up or down arrows next to the setting.



## Identifying Elements in a Script

The Element pop-up list and Element Label indicate the Element for the current insertion point position.

There is an Element pop-up list in the Top Toolbar. On the Status Bar (at the bottom of the window), there is also a text area called the Element Label.



## Changing a Paragraph's Element

Occasionally, there is a need to change a paragraph's element after it has been entered.

*To reformat an individual paragraph to a different element:*

- 1 Place the insertion point within the paragraph (or select a word or a block of text) to be changed.
- 2 Choose the new element for the paragraph from the Format > Elements [Submenu] (Mac OS).

-or-

Choose the new element for the paragraph from the Element pop-up list in the Top Toolbar.

-or-

Use the Shift key with the desired Element's shortcut.

By default, pressing a Ctrl + [#] key combination (Windows), or Command + [#] key combination (Mac OS) is used to change from one type of element to another. Pressing Ctrl + Shift + [#] (Windows), or Command + Option + [#] can be used to reformat the current paragraph.

## Adding Paragraphs

Final Draft offers a variety of methods for adding new paragraphs and switching elements, so that a writer may choose the method that works best for their own typing style.

By default, paragraphs can be added by using:

Ctrl + [#] (Windows) or Command + [#] (Mac OS) key combination.

The Tab key.

The Enter key (Windows), or Return key (Mac OS).

*Refer to the Shortcuts section.*

# SmartType

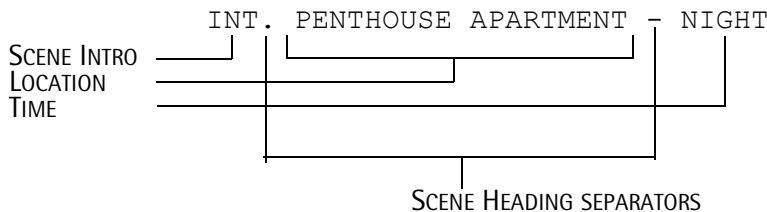
Eases the need for repetitive typing by using lists of characters, extensions, locations, times, and transitions.

To ease the frustration of having to repetitively type the same names and phrases, Final Draft provides an automatic type-ahead facility called **SmartType**. Lists are constantly maintained for all the Characters, Extensions, Scene Intros, Locations, Times and Transitions entered into the script.

When the insertion point is positioned in a Character Name, Scene Heading and Transitions Element, SmartType enables as few letters as are needed to be typed to match the desired name or phrase in the appropriate SmartType list. The rest of the name is then entered by Final Draft.



**NOTE:** *The Scene Intro, Location and Time SmartType lists are used to enter portions of Scene Headings. For example:*



The characters used to separate sections of the Scene Heading can be changed, if desired.

Extensions appear after a Character to indicate where the speech is coming from - off screen, voice-over, etc. For example:

CHARACTER EXTENSION \_\_\_\_\_  
 CHARACTER \_\_\_\_\_ MARC (V.O.)  
 When the bulls were released, we  
 ran as fast as we could.

Extensions are always abbreviated in all-capital letters and enclosed in parentheses.



**NOTE:** *The Scene Intros, Time, Extensions and Transitions SmartType lists include a few standard items as a default.*

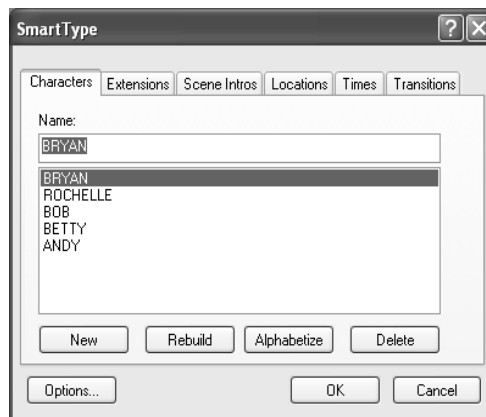
## Entering SmartType Items in the Script



**NOTE:** By default, all SmartType lists are initially active (see Options, below, to learn how to disable SmartType lists).

The Character SmartType List from the sample script *Out4life* is used as an example in the following (see the *Tutorials* section). All the functions described are applicable to the Extensions, Locations, Times and Transitions SmartType Lists.

The Character SmartType List for *Out4life* initially consists of:



When the insertion point is positioned in a Character Name element and a letter key is pressed, the SmartType Character List is examined for any matching items. If the search is successful, all items beginning with that letter are displayed in a pop-up window and the rest of the first matching item appears in a light gray color. For example, in the character paragraph below, an "A" was entered.

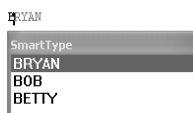
Bryan reaches into his pocket and pulls out a thick wad of \$20 bills.

ANDY

Only one entry matches (ANDY), because that is the only item starting with the letter "A." The rest of Andy's name has been entered in gray, allowing you to accept SmartType's choice or continue typing (to add a new character).

As another example, there are a few characters in the *Out4life* script that begin with the letter "B." When a new Character paragraph is created and "B" is typed, the following appears:

Bryan reaches into his pocket and pulls out a thick wad of \$20 bills.



*If more than one item begins with the same letter and the name initially suggested is not the desired item:*

Press the same letter again to advance to the next name in the list.

- or -

Continue to enter more letters of the desired name. As more letters are entered, the list will be examined for names beginning with the series of letters entered, narrowing the possibilities.

- or -

Use the Arrow Keys to move up or down between items in the SmartType List pop-up window, to select the desired name.

- or -

Click the item with the mouse.

*Regardless of the selection method used, once the desired name is selected:*

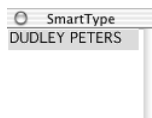
Press the Enter key (Windows), or Return key (Mac OS).

The item appears in the script and the SmartType pop-up window disappears.

## More SmartType Examples

### Single item lists

Consider the following:

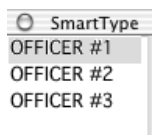


*In order to have SmartType enter the name DUDLEY PETERS:*

Press the "D" key. Since DUDLEY PETERS is the first (and only) item starting with the letter 'D', DUDLEY PETERS is entered automatically, a savings of 12 keystrokes.

### Multiple item lists

Consider this list:



*In order to have SmartType enter OFFICER #3:*

Press the "O" key three times

- or -

Use the Arrow Keys to move within the list and select the proper item

- or -

Press the End key to scroll to the end of the list

- or -

Type in the complete name (O-F-F-I-C-E-R- -#-3), as no fewer keys uniquely identify this character.

Now consider:



*In order to have SmartType select Lloyd:*

Press the "L" key five times

- or -

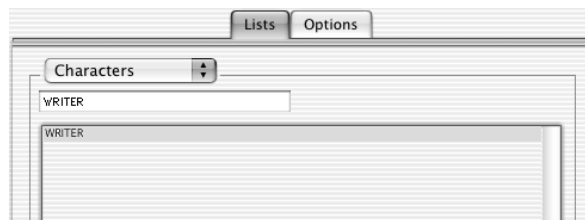
Type "L-L".

This second method is the easiest (in this case), since only two letters are needed to uniquely identify this item.

## Entering New SmartType Items "On-the Fly"

New items are added to SmartType List automatically when they are typed into the script.

For example, using the Tutorials sample script, there initially is only one item, WRITER, in the SmartType Character List.



Consequently, if the letter "R" is typed into a Character Name element, the SmartType pop-up window does not appear. The screen appears as:

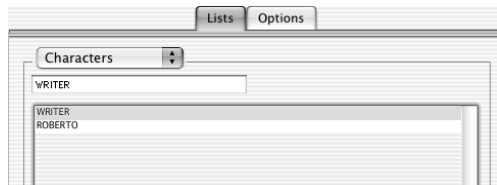
```
EXT. STUDIO LOT - DAY  
There is tension in the air.  
R
```

The rest of the name "ROBERTO" is then typed.

EXT. STUDIO LOT - DAY  
There is tension in the air.  
ROBERTO

The Enter key (Windows), or Return key (Mac OS), would be pressed to change to a different element paragraph.

Since the item has not been previously entered in the script already, it is added at the end of the Character SmartType List:



This method allows items to be added to all the SmartType lists as the script is written.

### More About SmartType Matching

The SmartType pop-up window appears if there is a match of the first letter typed in a Character Name, Extension, Location, Time and Transition paragraph.

Matching may not be desirable when the item to be entered is a subset of an item already in the SmartType List. For example, if there is a character named "BOBBIE" in the list and "BOB" needs to be entered for the first time, Smart Type would automatically enter "BOBBIE" (because "BOB" matches part of "BOBBIE"). The only way to enter BOB is to temporarily turn the matching off, so that any text desired may be typed.

- or -

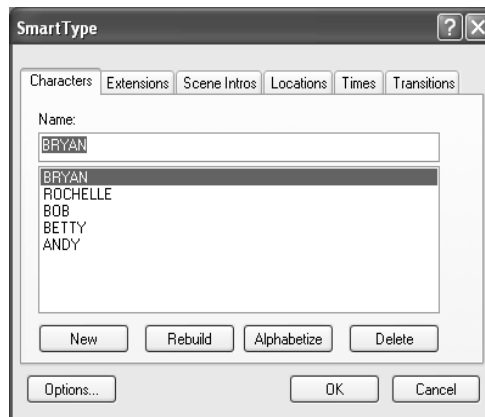
The Esc key escapes from SmartType, so you could type "BOB-Esc" to get "BOB".



## Managing SmartType Lists

Allows all SmartType lists to be viewed and modified.

- 1 Choose Document > SmartType, and the SmartType dialog appears with the SmartType Character List displayed. For example, the Character List from the sample *Out4life* script appears as:



- 2 Choose the list to be viewed or modified by clicking the appropriate tab (Windows), or from the SmartType pop-up list (Mac OS).

*To change an existing entry in the list:*

- 1 Select the item to change.

The item's name appears in the text field above the list.

- 2 Click in the item name text field.
- 3 Edit the item. Any changes will be reflected in the item in the list.



**NOTE:** *Editing an item in a list does not change it in the script. To change an item in the script, use Edit > Find/Replace.*

*To add new items to a list:*

New items are entered into the appropriate list as they are typed in the script, or they can be entered directly in the SmartType dialog.

- 1 Click New.

A default name appears at the bottom of the list and in the item Name text field.

- 2 Click in the item name text field.

- 3 Edit the default name. Any changes will be reflected in the item in the list.

*To reposition an item within the list:*

Drag and drop the item to the new position.

*To rebuild the list:*

Click Rebuild.

The script will be scanned and the list rebuilt.



**WARNING:** Any items entered directly in the list that are not used in the script will be deleted.

*To view the list in alphabetical order:*

Click the Alphabetize button.

This also alphabetizes the current items in the SmartType List pop-up window. To have them alphabetized automatically see *SmartType Options* (following).

*To delete an item from the list:*

- 1 Select the item to change.

- 2 Click Delete.

The item is immediately deleted from the list (there is no confirmation dialog).



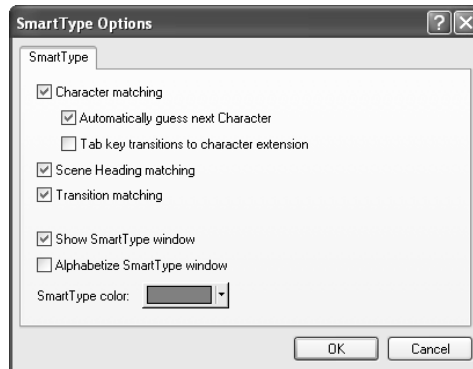
**NOTE:** Deleting an item from a list does not remove it from the script. To delete an item from the script, use *Edit > Find/Replace*.

*Once all changes have been made:*

Click OK.

## SmartType Options

Click the Options tab of the SmartType Dialog to view SmartType Options.



By default, all of the SmartType Lists are enabled.

*To disable Character, Scene Heading or Transitions Matching:*

Uncheck the checkbox next to the SmartType List to be disabled.

If a list is disabled and a new paragraph of that type is created, the pop-up SmartType window will not appear. Any new entries will still be added to the appropriate list.

### Automatically Guess Next Character

Tracks the entry of Character Names, and when it senses that two individuals are having a conversation, alternately offers their names when a new Character element is created. This is useful when a scene contains multiple conversations between two individuals. Default is enabled.

### Tab Key Transitions to Character Extension

By default, pressing the tab key after entering a Character Name automatically creates a Parenthetical paragraph. Check this box so that pressing tab will create a Character Extension instead.

### Show SmartType Window

Determines whether all the SmartType pop-up windows will appear. Default is enabled.

### Alphabetize SmartType Window

Items in the SmartType pop-up window will appear in alphabetical order. Default is disabled.

**Auto-Position SmartType Window (Mac OS only)**

Makes sure that the SmartType pop-up window does not block the view of the item being entered. Default is enabled.

**Smart Type Color**

Determines the text color for SmartType matches.

*To change the color:*

**1** Click the color swatch.

(Windows) The standard Windows Color Palette appears. Choose a color, or click Other and the standard Color Picker appears.

(Mac OS) The standard Color Picker will appear.

**2** Choose the color desired and click OK.

The new color will be displayed as the color swatch.

*Once all changes have been made:*

Click OK.

## Scene Heading Separators

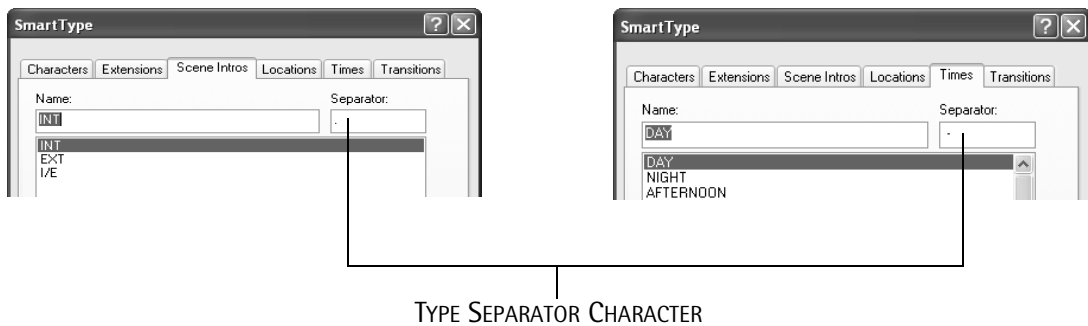
The characters used to separate sections of the Scene Heading can be changed. In Hollywood (and in Final Draft), the defaults are a period (.) separating Scene Intro and Location and a dash (-) separating the Location and the Time.

In some countries other formats are needed. For example:

HOUSE - INT./DAY

*To change the separator character:*

1 Click (or choose) either the Scene Intro or Time SmartType list. Their dialogs appear:



2 Type the separator character in the Separator text area.

3 Click OK.

FINAL DRAFT

240 - SmartType

# Header and Footer

Include additional information on every page.

Every Final Draft document can contain a Header which appears (and is printed) at the top of each page, and a Footer which appears (and is printed) at the bottom of each page. The Header and Footer may contain custom text, the page number, today's date, the scene number, a special label and the current revision. The look of the Header and Footer may be customized to suit the needs of the script.



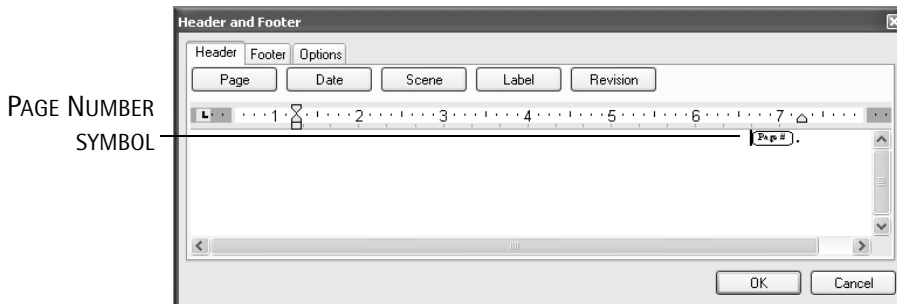
*NOTE: Scripts usually do not contain a Footer.*

In the following, the Header is used as an example. Every function is also available for the Footer.

All adjustments to the Header and Footer are made in the Header and Footer window.

*To view the Header and Footer window:*  
Choose Document > Header and Footer.

The Header and Footer window appears, defaulting to the Header tab:



*NOTE: The default Header contains just the page number.*

Notice that there is a period typed after the Page # symbol. If it was not manually entered, none would appear. In a script, the default Header appears similar to:

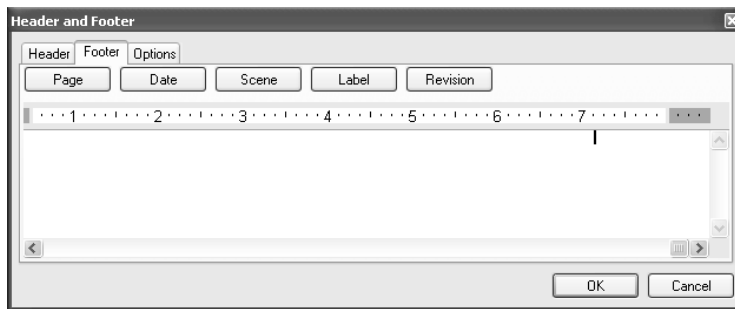
PAGE NUMBER  
WITH PERIOD \_\_\_\_\_ 2.



The special page number symbol will be replaced, page by page, with the appropriate page number. This symbol is a placeholder for the appropriate information. The same is true for the other special symbols – the characteristic they represent is variable, but, once set, the position in the header is not.

*To view the Footer window:*  
Click the Footer tab.

The default, empty Footer window appears:



The Footer window contains identical options to those in the Header.



**NOTE:** *Header and Footer margins are set in Document > Page Layout > Margins tab.*

## Text in the Header and Footer

Any text may be typed directly into the Header and Footer window.

Initially, text is right-justified and appears at the insertion point position. Text may be placed anywhere in the window, and before or after any of the special symbols.

All font attributes (type, style, size, etc.) may be changed via the appropriate menu commands. This will *not* affect the font used in the script. The font will also be used for printing.

## Special Symbols

Placeholders in the Header and Footer window include:

### Page

The current page number.

**Date**

Today's date.

**Scene**

The current scene number. If the script has yet to be numbered, nothing will appear.

**Label**

Contains text which may be varied throughout the script (see next topic).

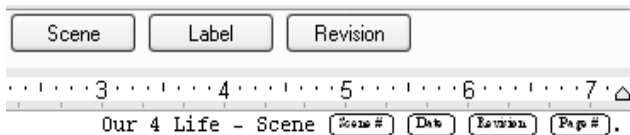
**Revision**

Contains the name of the current revision style.

*To position a symbol in the Header and Footer window:*

- 1 Position the insertion point where the symbol should be placed.
- 2 Click the appropriate button.

The special symbol will appear at the insertion point position. For example, this setup...



...produces this Header for the script named *Out4Life*, Scene 7, on June 15, 2006, with the Blue revision, on Page 5:

Out4Life - Scene 7 06/15/06 Blue 5.



**NOTE:** *To separate the special symbols, one space has been manually typed between them.*

*To remove a symbol in the Header window:*

- 1 Click the symbol.
  - 2 Press the Delete key.
- or -
- Choose Edit > Clear.



**NOTE:** *All special symbols are available for both the Header and Footer. If desired, the same symbol may be used in both at the same time.*

## The Label Symbol

The label symbol links text to the Header or Footer at any point in the script. From then on, this "label text" will appear in the Header or Footer. The Label symbol must be placed in the Header and Footer window to represent the position where any label text will be placed.

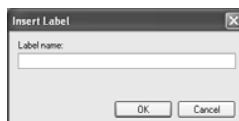
When a Label is inserted, its text is used until another Label is encountered. The difference between Labels and regular text typed in the Header and Footer window is that label text can be changed on a page-by-page basis throughout the script.

For example, writing standards for sitcom and episodic television require that the act number and/or scene number appear in the Header at the top of each page. If the text in the Header was not changeable, then separate files would be needed for each act, which would ensure the proper act number would appear at the top of each page. This problem is solved by using Labels. When "Act I" is completed, the insertion of a Label with "Act II" as the label text, ensures that the requirements are met.

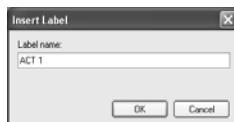
*To insert a Label:*

- 1 Position the insertion point in the script where the label text should be placed.
- 2 Choose Document > Insert Label.

The Label dialog appears:

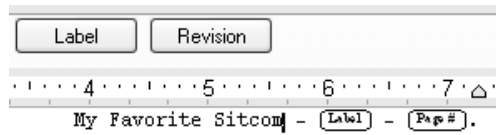


- 3 Enter the text desired. For example:



- 4 Click OK.

If the insertion is not at the top of the page, the label text will appear in the Header and Footer beginning with the following page. For example, for this setup...



...and with the current page containing the label text above, the Header would appear in the script as:

**My Favorite Sitcom - Act II - 5.**

*To go to a Label:*

- 1 Choose Edit > Goto.
- 2 Select Header Labels from the Goto list (Windows), or Goto pop-up menu (Mac OS).
- 3 Click the Next or Previous button.

The script scrolls to the Label's location. The Label dialog appears.

*To change the label text:*

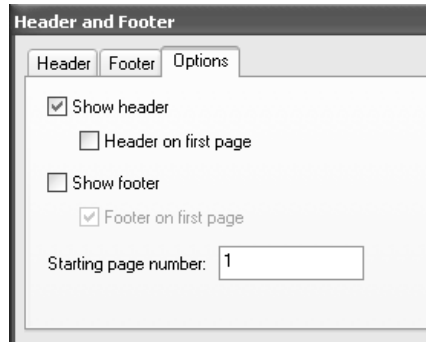
- 1 Use Edit > Goto to find the label text desired.  
- or -  
Position the insertion point where the label text was placed.
- 2 Choose Document > Insert Label.

The Label dialog appears.

- 3 Edit (or delete) the text.
- 4 Click OK.

## Header and Footer Options

Click the Options tab in the Header and Footer window and the following appears:



### Show Header

Determines whether the Header appears. Default is enabled.

### Header on First Page

Indicates whether the Header is used on the first page. Default is not enabled, as traditional screenplay format dictates that no page number appears on the first page.

### Show Footer

Determines whether the Footer appears. There is no footer in traditional screenplay format. Default is disabled.

### Footer on First Page

Indicates whether the Footer is used on the first page. Default is enabled.

### Starting Page number

Sets the number for the first page of a document. Type any number desired in the text field. Default is 1.

*When all changes have been made to the Header and Footer:*  
Click OK.



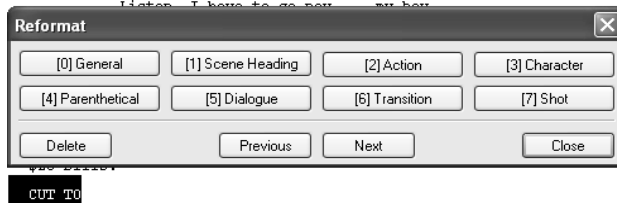
# Reformat

Correctly format paragraphs and imported text.

- or -  
(Mac OS) Choose the new element for the paragraph from the Format > Change Elements To [Submenu].
- or -  
Pressing Ctrl + Shift + [#] (Windows), or Command + Option + [#] (Mac OS) can be used to reformat the current paragraph.
- or -  
Choose Tools > Reformat.



The Reformat dialog appears. The current paragraph will be selected.



Click the appropriate button for the new element for the paragraph.

- or -

Press the appropriate key (shown in brackets) for the new element for the paragraph.

The paragraph will be reformatted.

CORRECTLY  
FORMATTED

Bryan stops walking. With his back still to the Williams, he cracks a sly, conniving grin.

CUT TO:



**TIP:** If a large block of text needs to be broken up as well as reformatted, break it into many paragraphs first. Reformat cannot be used to break up a large block of text.

## Reformatting Many Paragraphs

To change the element of many paragraphs:

1 Choose Tools > Reformat.

The Reformat dialog appears. The paragraph containing the insertion point will be selected (see above).

2 Click the appropriate button for the new element for the paragraph.

- or -

Press the appropriate key (shown in brackets) for the new element for the paragraph.

The paragraph will be reformatted. The next paragraph in the script will be selected.

3 Continue reformatting each paragraph as needed.

Click Next to skip a paragraph without any reformatting.

Click Previous to select the last paragraph.

Click Delete to delete the paragraph.



**WARNING:** *There is no confirmation dialog and the deletion cannot be undone.*

4 When done, click Close.



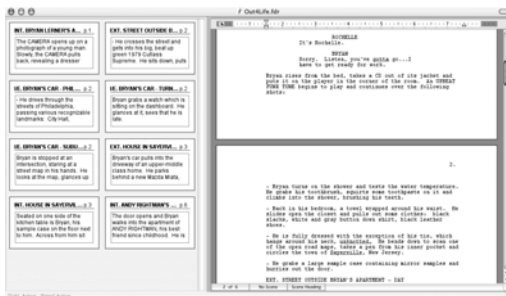
**NOTE:** *No typing can occur while the Reformat dialog is open.*

# Panels

View the script in different ways. Create summaries, outlines, notes, etc. Interactively organize the script.

In the Panels System, the Script, Index Cards and Navigator can be displayed individually or two at a time by splitting the screen vertically or horizontally.

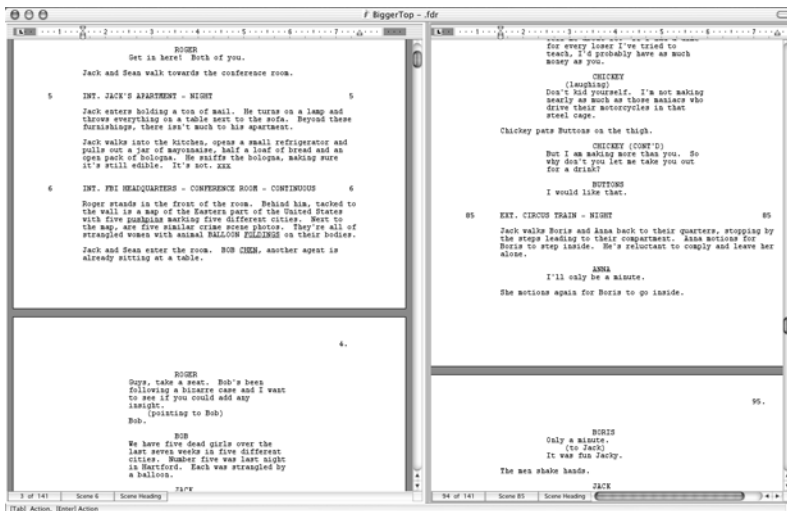
## INDEX CARDS &amp; SCRIPT



## SCRIPT &amp; NAVIGATOR



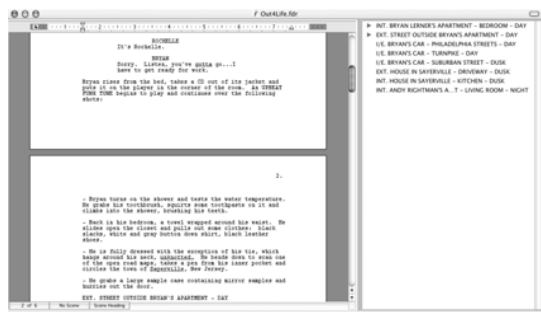
## 2 PANELS WITH THE SCRIPT



## INDEX CARDS &amp; SCRIPT



## SCRIPT &amp; NAVIGATOR



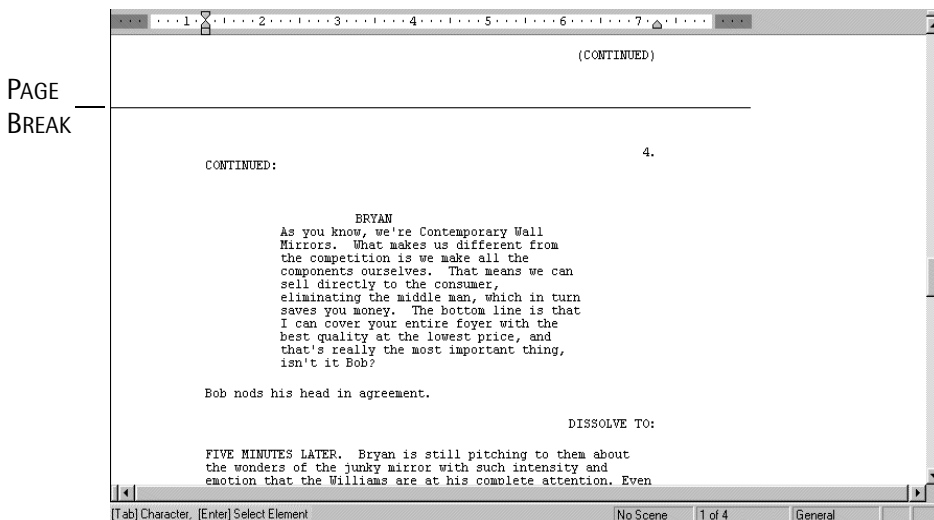
In addition, there are two "sides" to every card. The Summary side initially is blank and available for text to be entered - for development ideas, scene summaries, outlines, sequence or act markers, comments... anything you feel is applicable. The Script side contains the actual text of a particular scene.

The Panels System gives you the flexibility to individually tailor the screen display to the way you want to work. It can also introduce you to new ways to view your script and your work. You are not limited by the fact that you can only view the script in 'script form.' Some examples; Summary Index Cards may be used to help you develop or expand your story; by viewing Act I and Act III of the script at the same time, you can make sure a secondary character's dialog is consistent; Script Index Cards can easily be rearranged (via drag-and-drop) because many are viewed at once; Summary Index Cards may be used by a director to indicate possible locations, blocking or shooting notes, etc.

In the following, we will examine each of the Panels and then discuss how they can be used. We strongly suggest that you take time to experiment with the Panels System so you can discover how best to utilize it for the way you work.

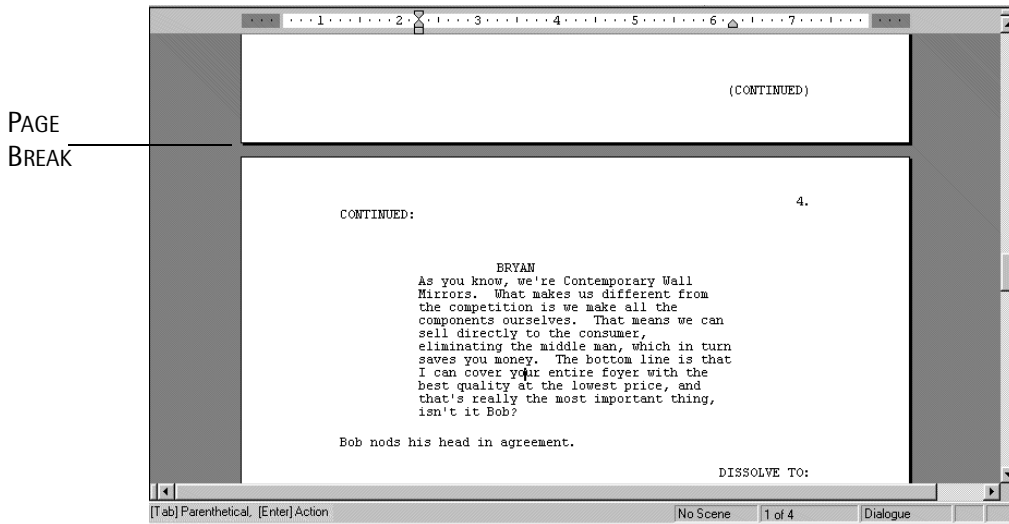
## Script - Normal View

Displays the text of the script with all active components - page breaks (as a line), page numbers, dialogue breaks, mores, continueds, headers and footers.



## Script - Page View

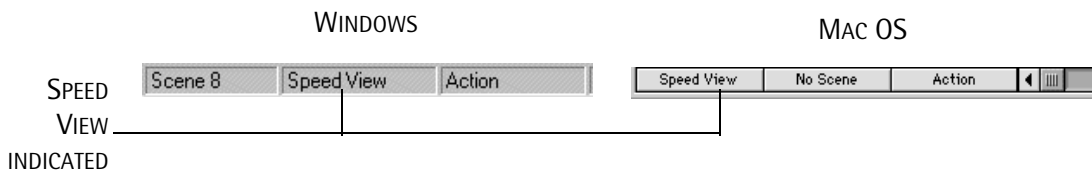
Displays the text of the script on realistic-looking pages, with all active components - page numbers, dialogue breaks, mores, continueds, headers and footers. Script - Page View is the default view for new scripts and text documents.



## Script - Speed View

Displays only the text of the script, as if it were a single, continuous page. With Script - Speed View enabled, more of the text appears on screen and may improve program speed. It appears like Script - Normal View, but without any of the active components.

If Script - Speed View is enabled, the words "Speed View" appear at the bottom of the script window in the area where Page Numbers appear in the other views:



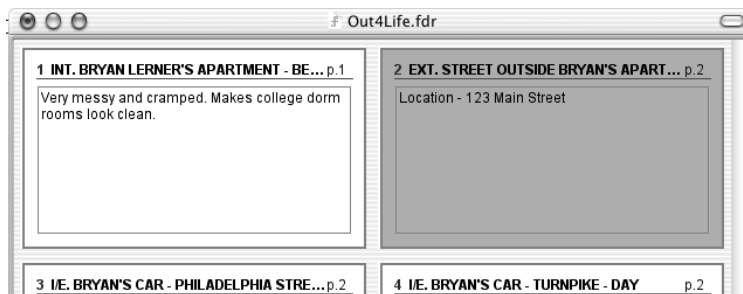
**NOTE:** *Whichever Script View (Normal, Page or Speed) is active when a script is saved will be the view in which it appears when it is reopened.*

## Index Cards

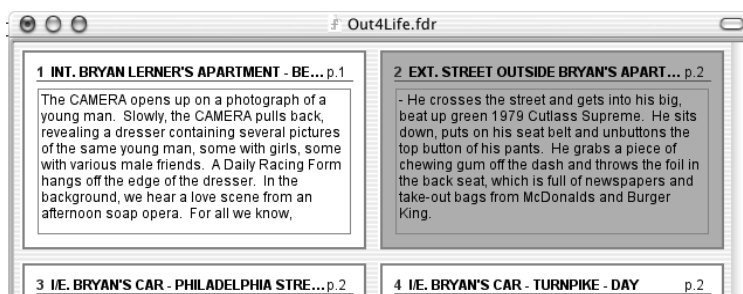
The Index Cards mimic the traditional way in which scripts have been developed, fleshed out and annotated. Each card contains one scene. Cards are ordered in a left-to-right, top-to-bottom fashion. In addition, there are two "sides" to every card. The Summary side initially is blank and available for text to be entered. The Script side contains the actual text of a particular scene.

Change card display by choosing the Index Cards - Summary or Index Cards - Script Commands.

### INDEX CARDS - SUMMARY



### INDEX CARDS - SCRIPT



**NOTE:** Most functions and commands that are used to write or edit the script are not available in either Index Cards view. You must use one of the Script Views to access them.



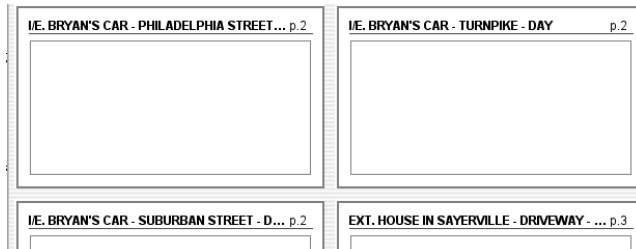
**NOTE:** Though you can type in new text, edit text, etc. on Summary Cards, you cannot type or change any text on Script Cards.

The top line of each card contains the scene's Scene Heading, Scene Number (if any) and Page Number. Cards (scenes) may be added in both Index Cards views and the number of columns of cards viewed at any time may be changed. Index Cards may be viewed along with the Script or Navigator (see following).

## Adding Text to Summary Cards

*To add text to a Summary Card:*

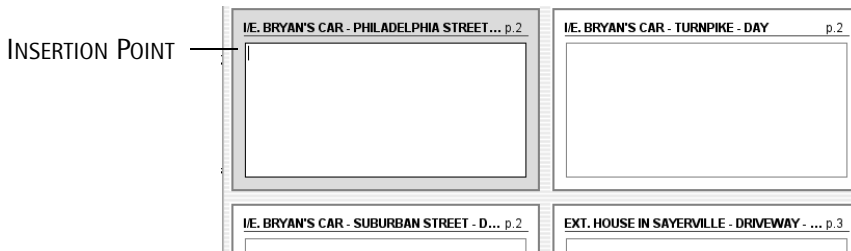
### BLANK SUMMARY CARDS



- 1 Click (select) the Summary Card where text is to be added.

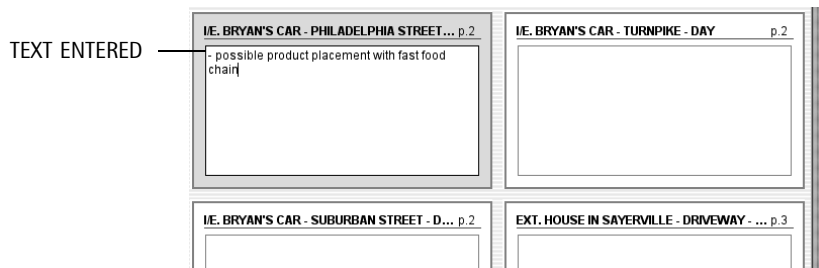
The Insertion Point will appear on the card.

### SELECTED SUMMARY CARD



- 2 Type in any text.

### TEXT ADDED TO SUMMARY CARD





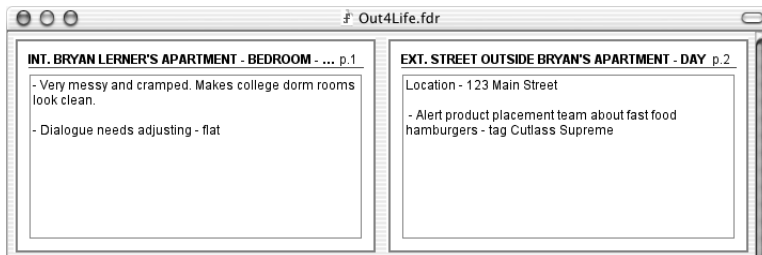
## Editing Scene Headings on Summary Cards



NOTE: *Scene Headings may be added or edited on Script Cards, too.*

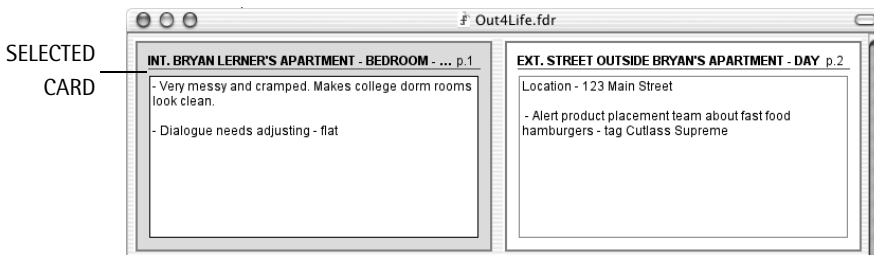
To edit a scene heading on a Summary Card:

### BEFORE EDITING



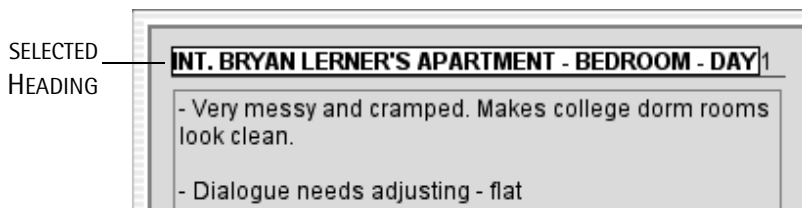
- 1 Click (select) the Summary Card whose scene heading is to be edited.

### CARD SELECTED

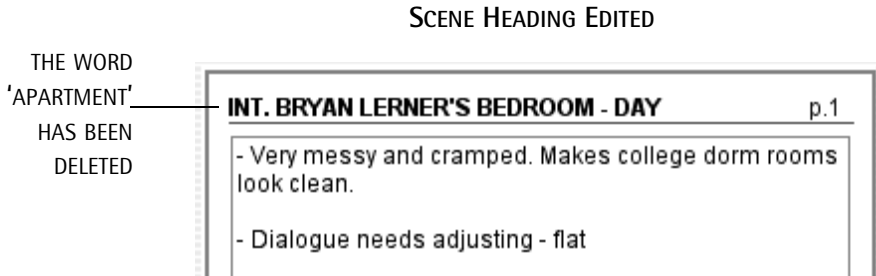


- 2 Click (select) the scene heading.

### SCENE HEADING SELECTED



### 3 Edit the scene heading.



### 4 Click anywhere else in the panel to have the edited scene heading accepted.



**NOTE:** *Any changes made will be reflected in the script.*



**WARNING:** *There is no Undo Typing function when you edit a card's scene heading.*

## Rearranging Scenes

Because many scenes are viewed at once it's easy to rearrange them. Scenes can be repositioned in either Summary or Script Card view by clicking on a card (or range of cards) and dragging and dropping them to a new location.

Any changes made will be reflected in the arrangement of the script.

*To reposition scene(s):*

- 1 Select the card to be moved.
- 2 Hold down the mouse button and drag the card.

The cards move apart and arrows (Windows) or a black bar (Mac OS) appear, indicating where the scene will be inserted.

- 3 Release the mouse button.

The selection is moved to the desired location. The other cards shuffle to reflect the new order.

## Changing Fonts and Font Size

Index Cards may use any font and font size available on your computer.



**NOTE:** *The default font for both Index Cards is Arial 12.*



**NOTE:** *Changing the font/font size of the Index Cards does not effect the font/font size of the script.*



**IMPORTANT NOTE:** *If the script is transferred to another computer, the font/font size may change due to unavailability of a particular font/font size.*

DEFAULT FONT

<b>INT. BRYAN LERNER'S APARTMENT - BEDR... p.1</b> The CAMERA opens up on a photograph of a young man. Slowly, the CAMERA pulls back, revealing a dresser containing several pictures of the same young man, some with girls, some with various male friends. A Daily Racing Form hangs off the edge of the dresser. In the background, we hear a love scene from an afternoon soap opera. For all we know, however, it might actually be happening here in	<b>EXT. STREET OUTSIDE BRYAN'S APARTME... p.2</b> - He crosses the street and gets into his big, beat up green 1979 Cutlass Supreme. He sits down, puts on his seat belt and unbuttons the top button of his pants. He grabs a piece of chewing gum off the dash and throws the foil in the back seat, which is full of newspapers and take-out bags from McDonalds and Burger King.
<b>I/E. BRYAN'S CAR - PHILADELPHIA STREET... p.2</b>	<b>I/E. BRYAN'S CAR - TURNPIKE - DAY p.2</b>

*To change the font/font size of Index Cards:*

Choose Format > Font (Windows)

- or -

Format > Font or Font Size (Mac OS)

The cards will be displayed in the selected font and size. For example:

FONT SIZE CHANGED

<b>INT. BRYAN LERNER'S APARTME... p.1</b> The CAMERA opens up on a photograph of a young man. Slowly, the CAMERA pulls back, revealing a dresser containing several pictures of the same young man, some with girls, some with various male friends. A Daily Racing Form hangs off the edge of the dresser. In the	<b>EXT. STREET OUTSIDE BRYAN'S ... p.2</b> - He crosses the street and gets into his big, beat up green 1979 Cutlass Supreme. He sits down, puts on his seat belt and unbuttons the top button of his pants. He grabs a piece of chewing gum off the dash and throws the foil in the back seat, which is full of newspapers
<b>I/E. BRYAN'S CAR - PHILADELPHI... p.2</b>	<b>I/E. BRYAN'S CAR - TURNPIKE - DAY p.2</b>

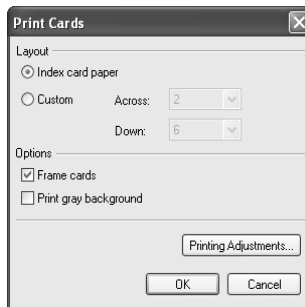
FONT AND FONT SIZE CHANGED

<b>INT. BRYAN LERNER'S AP... p.1</b> - Very messy and cramped. Makes college dorm rooms look clean. - Dialogue needs adjusting - flat	<b>EXT. STREET OUTSIDE BR... p.2</b> Location - 123 Main Street - Alert product placement team about fast food hamburgers - tag Cutlass Supreme
<b>I/E. BRYAN'S CAR - PHILA... p.2</b>	<b>I/E. BRYAN'S CAR - TURN... p.2</b>

## Printing Index Cards

Either side of the Index Cards may be printed by any printer to regular paper or on special card stock made by Avery and other vendors. The card stock can be purchased from most office supply stores.

Choose File > Print Cards (Windows) or File > Print (Mac OS), and the Print Cards dialog appears:



### Layout

#### Index Card Paper

Prints to pre-cut perforated index cards. This setting is the default.

#### Custom

Prints to plain paper. Choose this option, and the Across and Down adjustment pop-up lists will be available. Since all printers are different, some experimenting and test prints may be necessary to get the desired results.

(Windows) File > Print Preview may be used to view how cards will be printed.

### Options

#### Selected Cards Only

(Mac OS only) Prints any cards selected in the window. Default is disabled.

#### Frame Cards

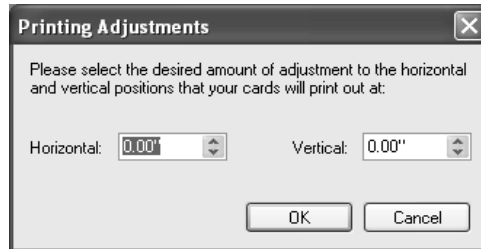
Prints with a frame (border) around each card. Default is enabled.

#### Print Gray Background

Prints a gray background on the cards. Default is enabled.

## Printer Adjustment

Contains controls to align and fine-tune the placement of scenes on perforated index card paper. Since all printers are different, some experimenting and test prints may be necessary to get optimal results.



*To print Index Cards:*



**NOTE:** *Only the side of the card that is currently displayed (Summary or Script) will be printed.*

- 1 Set the options as desired.
- 2 Click OK.

The standard Print dialog appears.

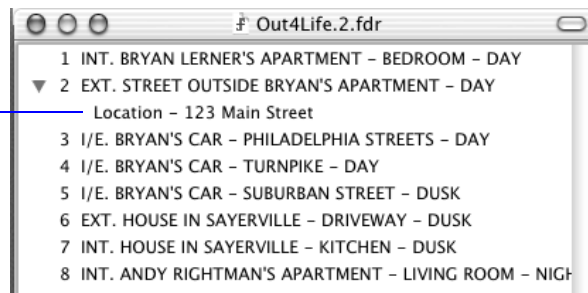
- 3 Choose the number of copies to print, page range, etc.
- 4 Click OK.

## Navigator

The Navigator view provides a consolidated, linear, top-to-bottom ordering of the scenes. The scene's Scene Heading and Scene Number (if any) are displayed.

In addition, if any text has been entered in the Summary Card of a scene it may be viewed similar to:

TEXT FROM  
SUMMARY CARD



## Additional Index Card Commands

These options are available for both Summary and Script Index Cards.

### Add New Card

This command is only enabled when either of the Index Cards views is chosen. Select it to add a new card (scene) after the currently selected card (scene). If no card (scene) is selected, the new card will be added at the beginning of the script.

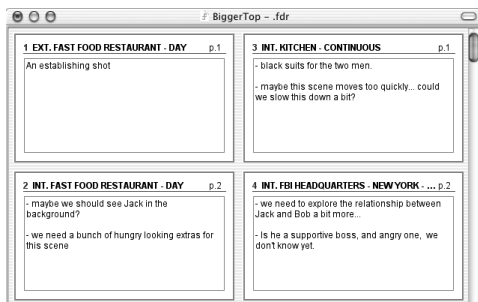
### Cards Across

This command is only enabled when either of the Index Cards views is chosen. It allows a specific number of columns of cards to be displayed horizontally. The maximum is nine cards. Default is two.



**NOTE:** *Keep in mind that the more cards that are displayed, the smaller the cards will appear.*

#### INDEX CARDS – 2 ACROSS



#### INDEX CARDS – 4 ACROSS



*To change the number of columns of cards:*  
Choose View > Cards Across > (number of cards).

The number of columns of cards will change immediately.

You may need to resize the window.

## Split (Horizontally/Vertically), UnSplit, Swap

These commands determine how different panels will be displayed and arranged on screen. They are all parts of Final Draft's Panels System. *For complete details, see below.*

The contents of each panel is determined by the View Menu commands – the three Script commands, Index Card and Navigator (see previous).

Any two panels may be displayed at once.

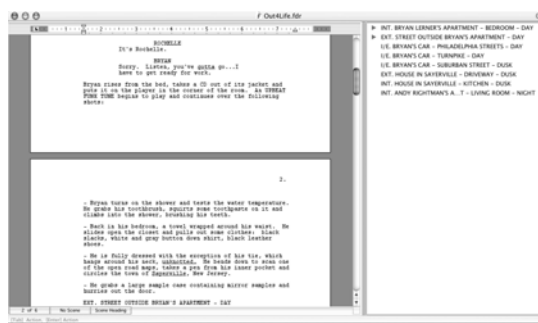
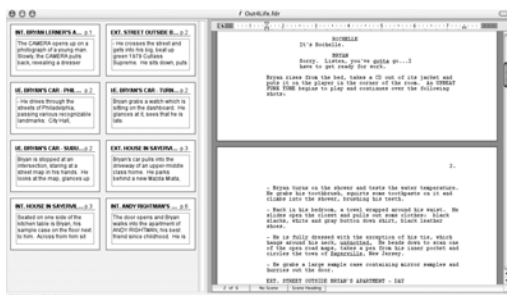
The exact size and position on screen of the panels may be changed.

When a script is saved, the current Panels configuration is saved as well.

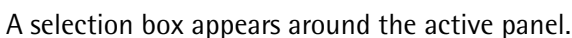
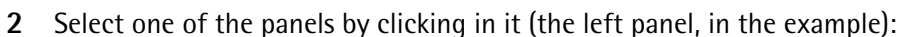


# Split (Horizontally/Vertically)

Divides the script into two panels. Some examples:



- 1 Choose View > Split Horizontally or View > Split Vertically.



- 3 Choose a different panel, if desired, by choosing View > Index Card or View > Navigator (Navigator, in the following example):



The contents of the left panel have changed to the chosen view.

- 4 You can now manually resize the panels for convenience by clicking and dragging the Splitter and the Resize Box. You can adjust the panels to suit your screen and panel configuration.



**NOTE:** When a script is saved, the current panels configuration will be saved as well, whether it is a single panel or multiple panels.

## UnSplit Panels

Hides one of the panels. This command is disabled if only one panel is displayed.

*To hide a panel:*

- 1 Select the panel that will remain displayed.
- 2 Choose View > UnSplit Panels.

The panel that is not selected will be hidden.

## Swap Panels

Reverses the position of the displayed panels. This command is disabled if only one panel is displayed.

*To change the order of the panels:*

Choose View > Swap Panels and the panels will switch sides.

## Additional Script Views and Panels Notes

### Script Views in Both Panels

Whichever Script View you have in one panel (Normal, Page or Speed) will be the view in the other panel. In other words, you cannot have different Script Views in different panels.

### Script Views with Other Views

You can change the Script View between Normal, Page and Speed without affecting the display of either of the Index Cards Views or the Navigator.

# ScriptNotes

Create and modify pop-up windows which can contain ideas, suggestions, notes or script fragments without taking up space in the script.

ScriptNotes are pop-up windows which can contain ideas, suggestions, notes or script fragments without taking up space in the script. They can be positioned anywhere in the script. The ScriptNotes may be printed (see *Tools > Reports > ScriptNote Report*).

When a ScriptNote is inserted, a ScriptNote Marker appears in the script as a square box with a single identifying character, which indicates where the ScriptNote has been placed. The ScriptNote Marker character can be used to represent the importance of the note, the sender, or some other pertinent information, like comments from a specific reader. This way notes may be grouped by type (things to be changed, production notes, etc.).

The following script contains a number of ScriptNotes:

SCRIPTNOTE  
MARKERS

Bob signs the paper. □ Bryan tears off the customer copy and hands it to Bob. Then, acting like he's in a hurry to be somewhere else, Bryan starts to pack up his sample case.

BRYAN  
(continuing)  
Bob, Betty, congratulations. Welcome to  
□ the Contemporary family. I'm sure  
you're gonna love it.

As Bryan puts the fancy mirror into his pitch case, Betty stops him. □



**NOTE:** *ScriptNote Markers do not get printed with the script and do not affect script length or pagination.*



**NOTE:** *ScriptNote Markers may be displayed or hidden. See View > ScriptNotes.*

## Adding/Inserting ScriptNotes

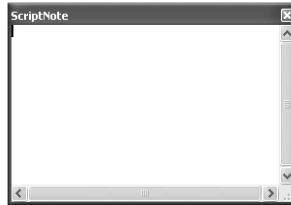
*To add/insert a new ScriptNote:*

- 1 Position the insertion point where the ScriptNote Marker should be placed.
- 2 Choose Document > Insert ScriptNote.

A ScriptNote Marker appears at the current insertion point position. Which ScriptNote Marker is used is determined by Document > ScriptNote (see below).

The new ScriptNote window appears:

Bryan reaches into his pocket and pulls out a thick wad of \$20 bills. □



**3** Enter (or paste) text into the ScriptNote window.

The ScriptNote window can be resized or moved. The font, size or style of the text can be changed. Text can be copied from a script and pasted into a ScriptNote.

(Mac OS only) Edit > Find, Tools > Spelling and Tools > Thesaurus are available.

Do not hesitate to enter as much text as required.

*To close the ScriptNote window:*

Click the Close box.

- or -

Click anywhere in the script and the window will close automatically.

*To open an existing ScriptNote:*

Double-click the ScriptNote Marker.

The ScriptNote window appears, containing the text of the note. The note can be edited. The window can be resized or moved.

*To delete a ScriptNote and its Marker:*

**1** Select the ScriptNote Marker.

- or -

Place the insertion point just after the ScriptNote Marker.

**2** Press the Delete key.

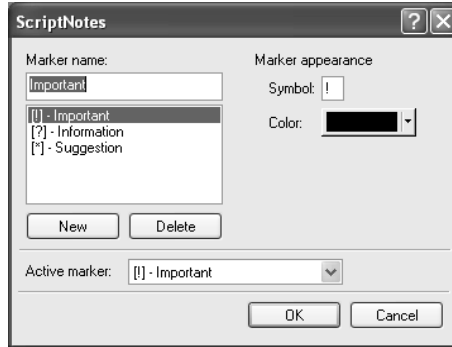
The ScriptNote is deleted.



**NOTE:** *This operation can be reversed with Edit > Undo.*

## Managing ScriptNote Markers

Choose Document > ScriptNotes and the ScriptNote dialog appears:



The ScriptNote Marker item that is chosen in the Active Marker area will be used when Document > Insert ScriptNote is chosen. Default is “[!] - Important”.

*To have a Marker item used when a new ScriptNote is added:*

Choose the Marker item from the Active Marker pop-up.

*To change an existing Marker's name:*

- 1 Select the item.

The Marker's name appears in the text field above the list.

- 2 Edit the name in the text field as desired. The name in the list changes accordingly.

*To change the Marker character:*

- 1 Select the item.
- 2 Click in the Marker Appearance Symbol field.
- 3 Replace the current character with any character desired. Only one character may be entered.

*To change the Marker color:*

- 1 Select the item.
- 2 Click the Marker Appearance Color swatch.

(Windows) The standard Windows Color Palette appears. Choose a color, or click Other and the standard Color Picker appears.



(Mac OS) The standard Color Picker will appear.

3 Choose the color desired and click OK.

The new color will be displayed as the color swatch for that Marker.

*To create a new marker:*

1 Click New.

A default name appears in the text field above the list. A default Marker character appears in the Marker text field.

2 Edit the name in the text field as desired. The name in the list changes accordingly.

3 Click in the Symbol text field.

4 Replace the default number with any character desired. Only one character may be entered.

*When all changes have been made:*

Click OK.



# Spelling & Thesaurus

How to check spelling and find synonyms, antonyms, etc.

Final Draft contains a complete spell-checker which can identify misspelled words, provides alternatives and maintains a User Dictionary with custom entries. The interactive thesaurus contains hundreds of thousands of synonyms, antonyms, and related or contrasting words.



**WARNING:** *If the spell-checker and thesaurus are moved from their installed location, their options in the Tools Menu will not be enabled.*



**NOTE:** *Final Draft comes with an American English Spell-checker and Thesaurus. Additional foreign language spell-checkers and thesauri are available for various languages. See Foreign Language Spell-Checkers and Thesauri at the end of this section. For ordering and pricing information, check Final Draft Inc.'s website [www.finaldraft.com](http://www.finaldraft.com), or call the Sales Department at (800) 231-4055 or (818) 995-8995.*

## Spell-Checking

*To begin spell-checking:*

- 1 Choose Tools > Spelling.

The Spelling dialog appears and checking begins:

As with most word-processors, when spell-check reaches the end of the script, it will ask if you want it to continue from the beginning of the script. If spell-checking was started in the middle of the script, this allows you to wrap around to the top of the script and continue checking the rest of the script.

- 2 Click Yes.

When the entire script has been checked, a message is displayed, informing you that the whole script has been checked.

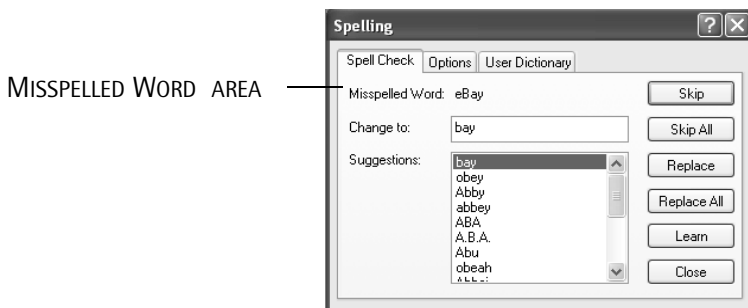
- 3 Click OK.

The Spelling dialog will be closed.



**NOTE:** *Spell-checking can be halted at any time, and the Spelling dialog closed, by clicking the Close button.*

When a misspelled or unknown word is encountered, it will be selected in the script and appear in the Misspelled area. A list of possible alternatives appears. The first item in the Suggested list appears in the Change To text field. For example, the unknown word that was found is "eBay":



*To instruct the spell-checker to learn a word:*  
Click Learn.

The word in the Misspelled area is added to the User Dictionary (see below), and spell-checking resumes.

*To disregard the word considered misspelled and continue:*  
Click Skip.

*To substitute an alternate word:*  
1 Select (click) the suggested word.

It appears in the Change To text field.



**NOTE:** The word in the Change To text field may be edited, or a new word typed in directly.

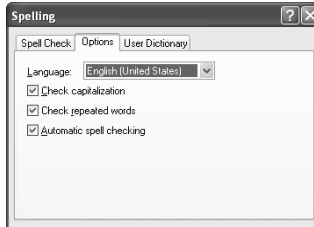
2 Click Replace.

*Alternately:*

Double-click the suggested word. In the script, the misspelled word will be replaced by the new word and spell-checking continues.

## Spelling Options

Click the Options tab to view Spelling Options.



### Language pop-up menu

If other spell-checkers have been installed, choose the one to use. Default is English (United States).

### Check Capitalization

Spell-checks for correct capitalization of words. Default is checked. For example: "They drove up. he got out of the car." When spell-checked, the word "he" would be flagged as incorrectly capitalized.

### Check Repeated Words

Looks for duplicate occurrences of words during a spell-check and flags them as misspelled. Default is checked. For example, entries like "the the" or "a a" will be caught.

### Automatic Spell Checking

Checks for misspellings at all times and underlines any unknown words. Default is checked. For example, the word "eBay" is not known:

INDICATES MISPELLED  
OR UNKNOWN WORD \_\_\_\_\_

The Office is dark. Hunched over the desk, staring intently  
at a computer, sits a WRITER.  
WRITER  
(excited)  
I sure hope my bid for that old  
manuscript on eBay was accepted!

*When Spelling Options are set:*

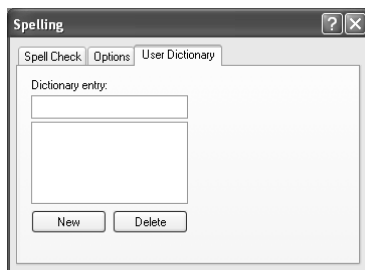
Click the Close box.

The Spelling dialog will be closed.

## User Dictionary

The User Dictionary may have words added directly or have its contents modified.

Click the User Dictionary tab, and the User Dictionary appears. Initially, it will be blank (until words are added that you want Final Draft to learn):



*To add a new word to the list:*

- 1 Click New.

The default name "New word" appears at the bottom of the list and in the text field.

- 2 Click in the text field.
- 3 Edit the default name. Any changes will be reflected in the word in the list.



*NOTE: Words may also be entered directly during spell-checking (see above).*

*To change an existing entry in the list:*

- 1 Select the item to change.

The word appears in the text field above the list.

- 2 Click in the text field.
- 3 Edit the word. Any changes will be reflected in the word in the list.

*To delete an item from the list:*

- 1 Select the item to change.
- 2 Click Delete.

The word is immediately deleted from the list (there is no confirmation dialog).



**NOTE:** Words are not listed in alphabetical order, but in the order they have been entered.

*When finished:*

Click the Close box.

## Spell-Checking with Contextual Menus

Spell-checking options are available from a contextual menu for use on words that Final Draft considers "unknown."

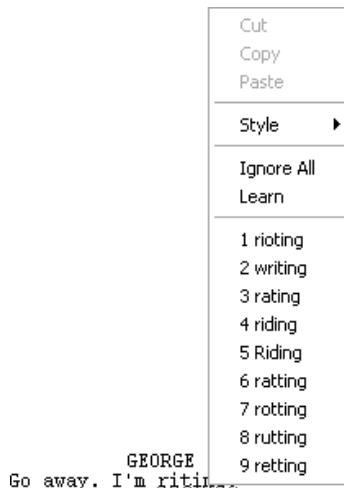
For example, here is some sample text with the misspelled word "riting":

GEORGE  
Go away, I'm riting.

*To invoke the Spell-Checker in the script window:*

- 1 Position the mouse pointer over a word that is unknown by Final Draft.
- 2 Hold down the right mouse button (Windows), or the Control key + mouse button (Mac OS).

The mouse pointer turns into an arrow and the contextual menu appears:



- 3 Select any of the alternative words.

- or -

Choose to have the spell-checker Ignore or Learn the word.

- or -

Make the correction manually.



## Thesaurus

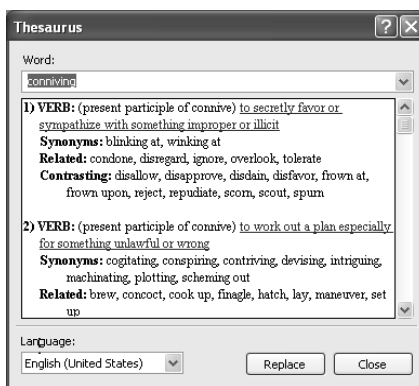
The thesaurus can be used to find related words.

*To select a word and to find related words:*

- 1 Select the word, for example:

Bryan stops walking. With his back still to the Williams, he cracks a sly, **conniving** grin.

- 2 Choose Tools > Thesaurus. The Thesaurus dialog appears with any definition(s) and alternatives presented.



- 3 Select an alternate. It appears in the text field above the alternatives.
- 4 Click Replace.

The Thesaurus dialog is closed and the selected word will be replaced in the script by the alternate.

*If no alternate is acceptable:*

Click Close.

*To manually enter a word to find alternatives:*

- 1 Position the insertion point where the word is to be inserted.
- 2 Choose Tools > Thesaurus. The Thesaurus dialog appears.
- 3 Type the word to be looked up in the text field above the alternatives.
- 4 Press the Enter key (Window), or Return key (Mac OS).

Any definition(s), synonyms, alternatives, etc. are presented.

5 Select any alternative.

6 Click Replace.

The Thesaurus dialog is closed and the selected word will be placed in the script at the insertion point.

*If no alternate is acceptable:*  
Click Close.

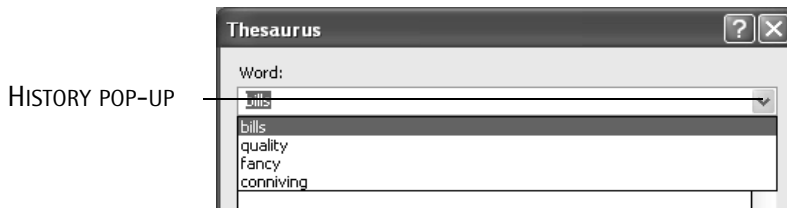
## Additional Thesaurus Options

### Language pop-up menu

If any other thesaurus has been installed, choose the one to use. Default is English (United States).

### History pop-up list

Contains a list of up to the last 10 words that were searched for.



*To take a word from the History list and move it into the text field:*  
Select the word from the list.

It will be transferred into the text field and the corresponding thesaurus entry will be displayed.

## Foreign Language Spell-Checkers and Thesauri

Final Draft comes with an American English Spell-checker and Thesaurus. Additional foreign language spell-checkers and thesauri are available for various languages.

For ordering and pricing information, check Final Draft Inc.'s website [www.finaldraft.com](http://www.finaldraft.com), or call the Sales Department at (800) 231-4055 or (818) 995-8995.



**NOTE:** *A few of the languages have spell-checkers, but no thesaurus.*

The following languages are available:

- British English
- Canadian-English
- Canadian-French
- Catalan (*no thesaurus*)
- Danish
- Dutch
- Finnish (*no thesaurus*)
- French
- German
- Italian
- Norwegian
- Polish (*no thesaurus*)
- Portuguese (Continental) (*no thesaurus*)
- Portuguese (Brazilian) (*no thesaurus*)
- Spanish
- Swedish
- Swiss-German



# Macros

Use key combinations to enter text.

Macros are key combinations for entering text. Final Draft comes with twenty built-in macros for entering the most frequently-used scriptwriting terms (INT., EXT., - DAY, CUT TO:, etc.). When the appropriate keys are pressed, the associated text will be typed into the script as if it was entered manually. Macros can also be set to create specific element paragraphs before and after their text is entered.

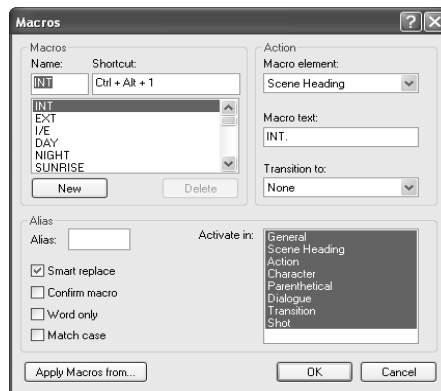
Macros may be modified and their behaviors changed.

Final Draft for Windows and Final Draft for Macintosh offer slightly different versions of the Macros feature, with a few different functions. They will be discussed separately.

## Windows

*To view or modify macro settings:*

Choose Document > Macros and the following appears:



### Name text area

Contains the text name (usually abbreviated) which is displayed in the Status Bar at the bottom of the script window when the appropriate shortcut keys are pressed.

### Shortcut area

Shows the key combinations for the macro selected in the list, which may consist of:

Ctrl + <any key>

Ctrl + Shift + <any key>

Ctrl + Alt + <any key>

Ctrl + Alt + Shift + <any key>

That is, any combination that is not assigned to a menu command.

In addition, a Function key may be used by itself or in combination with Ctrl, Ctrl + Shift, Ctrl + Alt, Ctrl + Alt + Shift.

## Macro Text area

Contains the text that will be entered when the macro is invoked.

*To modify an existing macro:*

- 1 Select the macro from the list to be changed.
- 2 Type the new name in the Name text area. Use as short an abbreviation as possible.
- 3 Click the Macro Text text area and type the text to be entered when the macro is invoked.



**NOTE:** *If any but the default shortcut key combinations (or Function keys) are used, the macro name will not appear in the Status Bar with the other default macros.*

*To create a new Macro:*

- 1 Click the New button.
- 2 An item named "New[#]" appears in the Macros List.
- 3 Set all attributes.

*When finished:*

Click OK.

## Advanced Features

### Macro Element pop-up list

Used to indicate what type of paragraph the insertion point should be in when the Macro Text is entered. If the macro is invoked when insertion point is not currently in this type of paragraph which has text, a new paragraph will be created. If the macro is invoked when insertion point is not currently in this type of paragraph which has no text, the paragraph will be changed appropriately.

For example, the first default macro, "INT.", is a word which begins a Scene Heading, and its Macro Element setting indicates this. If the macro is invoked and Final Draft finds that the current insertion point position is not a Scene Heading, then it will add a new Scene Heading before entering the text.



**NOTE:** *If the insertion point is positioned anywhere but at the end of a paragraph, Final Draft will not split the existing paragraph.*

*To specify the element for the selected macro:*

Select the desired Element from the Macro Element pop-up list.

- or -

Choose None to leave the element unchanged (i.e. there will be no paragraph change).

### **Transition To pop-up list**

Used to switch to another paragraph type after the macro text has been entered. Some macros, like “- DAY” and “- NIGHT”, will only be used at the end of a Scene Heading. This option saves the additional keystrokes of having to create a new paragraph.

*To specify the element for the transition paragraph:*

Select the desired Element from the Transition To pop-up list.

- or -

Choose None to leave the element unchanged (i.e. there will be no paragraph added).

### **Macro Alias**

Since Macros can be invoked only with key combinations, the number of macros is limited, due to the relatively small amount of key combinations that can be created.

Macro Aliases are used to expand the number of macros available. A Macro Alias is composed of regular text (which can be considered a kind of abbreviation) that is used to invoke a macro. All previously described functions are available, plus a few more.



**NOTE:** *The default macros can also be invoked by an alias.*

An example of alias use would be repetitive phrases that are used in a particular script. Let's say there is a very annoying character in a script that responds to almost everything by saying “Absolutely!” Rather than type the text, by properly setting up an Alias (for “abs”), the complete text would be entered.

Another example would be to correct common spelling mistakes. If you frequently mistype “thier” instead of “their,” an alias can be created to correct it automatically.

Keep these two examples in mind as the following steps for creating Macro Aliases are described. The number of options may seem complicated, but they all have a logical purpose. Use of Macro Aliases will save you more typing time.

### **Alias text area**

Used to indicate the text that is entered in the script that will invoke a macro. This is where you would enter “abs” or “thier.”



**Activate In list**

Indicates which element(s) an alias can be triggered in. Elements may be excluded from being considered from using a specific alias. For example you can set "abs" to be used only in Dialogue paragraphs.

*To exclude an element:*

Click on the element(s) to exclude. Click again to activate.

**Smart Replace**

Click this checkbox to have a macro alias transformed intelligently when it is entered in.

Smart Replace knows about proper capitalization. For example, in the case of 'their,' if it is used to start a sentence, the letter 't' will be capitalized.

Smart Replace watches for proper spacing. For example, if the macro for "their" has a preceding space entered as part of the Macro Text, " their", and a space is entered prior to invoking the macro, Smart Replace will not add a second space as part of text that is entered.

**Confirm Macro**

Click this checkbox to have the Macro Text for the alias displayed in a pop-up window when it is triggered. This gives you the option to execute the Macro (by pressing Enter) or not execute it (by continuing to type).

**Word Only**

Click this checkbox to have the alias used only when a complete word has been entered. That is, you must enter a space, a punctuation, or press Enter before the alias would be triggered.

**Match Case**

Click this checkbox to have the alias used only when the case of the text entered in the script exactly matches the text entered in the Alias text box. For example, if this is checked, typing "THIER" would not trigger the example alias.

*To delete a macro:*

- 1 Select a non-default Macro.
- 2 Click Delete (there is no confirmation).

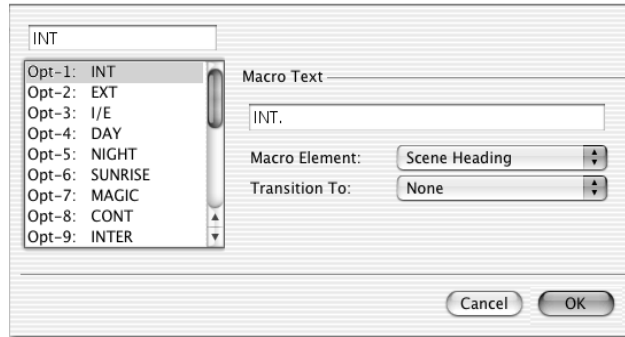
*When finished:*

Click OK.

## Macintosh

*To view or modify macro settings:*

Choose Document > Macros and the macros dialog appears:



The list displays the key combinations and the Macro Names.

### Macro Name

The text (usually abbreviated) which is displayed in the Status Bar at the bottom of the script window when the appropriate keys are pressed.

### Macro Text

Contains the actual text that will be typed into the script when the macro is invoked.

Additional behaviors for each Macro may be set via the Preferred Element and Transition To pop-up lists.

### Macro Element pop-up list

Determines what type of paragraph the insertion point should be in when the Macro Text is entered. Unlike the Control/Command key combinations, invoking a Macro does not split the paragraph the insertion point is currently in. The Macro Element mechanism eliminates the need to manually move to the end of a paragraph and create a new one before the Macro is invoked. Select the desired Element type for the paragraph where the text is to be inserted, or choose General to leave the element unchanged.

For example, if the insertion point is positioned in the middle of an Action paragraph and Option + 1 is pressed, the appropriate text is entered, and a new Scene Heading paragraph is added *after* the existing paragraph.

### Transition To pop-up list

Used to switch to another paragraph type after the Macro Text has been entered. This eliminates having to manually create a new paragraph after the Macro is invoked. Select the desired

Element type for the paragraph that is to be added, or choose None to leave the element unchanged.

For example, if the insertion point is currently at the end of a partially-entered Scene Heading, and Option + 4 is pressed, the appropriate text is entered at the end of the Scene Heading and a new Action paragraph will be added.

*To modify a Macro:*

- 1 Select the Macro from the list.

The Macro Name appears in the text field above the list.

- 2 Click in the text field and edit the name in the text field as desired. Use as short an abbreviation as possible.

The name in the list changes accordingly.

- 3 Click in the Macro Text text field, and type the text to be entered when the macro is invoked.
- 4 Set the behavior by selecting the element paragraphs desired from the Preferred Element and Transition To pop-up lists.

*When finished:*

Click OK.



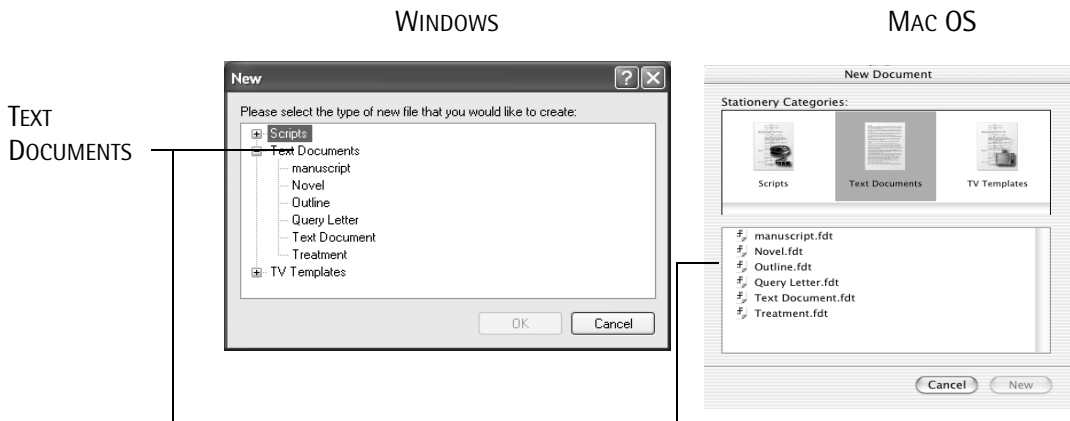
# Text Documents

Final Draft can be used for writing regular word-processed documents, such as treatments, letters, resumes, etc.

Though primarily designed for writing screenplays, Final Draft can be also used for writing regular word-processed documents – treatments, letters, resumes, etc.

*To create a text document:*

- 1 Choose File > New and the New Document dialog appears.
- 2 (Windows) Open the Text Document folder in the Final Draft Stationery folder:  
(Mac) Click the Text Document Templates category.



- 3 Select a text document to use as a template.
- 4 Click OK.

A blank document appears.

Many commands in the menus are disabled. All these functions are screenwriting-specific and not needed for general word processing.

Any text document may also be saved as a Template (see *File > Save As*).

All Reports are text documents, which can be edited and saved as stand-alone documents.

# Toolbars

The Toolbars may be modified, repositioned and customized.

Located above the script window, the default Toolbar contains buttons and pop-up menus that perform file and editing tasks, modify text attributes, and offer Panels and other commands. The main purpose of the Toolbars is convenience. They allow access to commands without having to pull down any menus or press key combinations. Almost every Toolbar function can also be performed using menu commands and/or key combinations. The one function unique to the Toolbars is the Revert (Paragraph) button.

The Toolbars may be repositioned and modified and new custom Toolbars may be created.

*To use a function from the Toolbar:*

Click the button desired or choose an item from a pop-up menu.

Functions that are not active are grayed out and cannot be selected.

*To view a short description of a button or pop-up menu in a Toolbar:*

Move the mouse arrow over a button and a ToolTip (Windows) or ScreenTip (Mac OS) appears.

For example:



Toolbars for Final Draft for Windows and Final Draft for Macintosh are slightly different. They will be discussed separately.



## Toolbars [Submenu] (Windows)

Located in the View menu, this submenu permits access to any Toolbars that are active. Default is File, Format, Script and Status Bar active. Any Custom Toolbars created (see following) will also be available here.

### Default

Displays or hides the Default Toolbar, which contains buttons that perform some file and editing tasks as well as some functions related to views.

### File

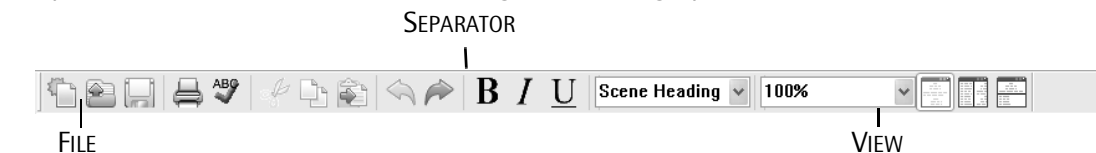
Displays or hides the File Toolbar, which contains buttons that perform file and editing tasks as well as a Help button. Default is enabled.

### Format

Displays or hides the Format Toolbar, which contains buttons for a few text-related formatting functions. Default is enabled.

### Script

Displays or hides the Script Toolbar, which contains buttons for text style controls, Bookmarks, ScriptNotes and other commands including Revert Paragraph. Default is enabled.



**NOTE:** When Toolbars are docked (as in the default) the separate toolbars have a separator bar between them.

### Status Bar

Displays or hides the Status bar, located at the bottom of the script window. It displays useful information. Default is enabled. See *the Elements and Macros sections*.

### Speech

Displays or hides the Speech controls. Default is disabled. See *the Tools Menu section*.

### File Menu & all other Menus

Displays or hides these Toolbars, which contain the functions specific to each Menu. Default is disabled.



**NOTE:** If you enable many of the Toolbars at once, there will be some duplication of functions.

*To Hide (or Show) any of the Toolbars:*  
Choose View > Toolbars > [name].

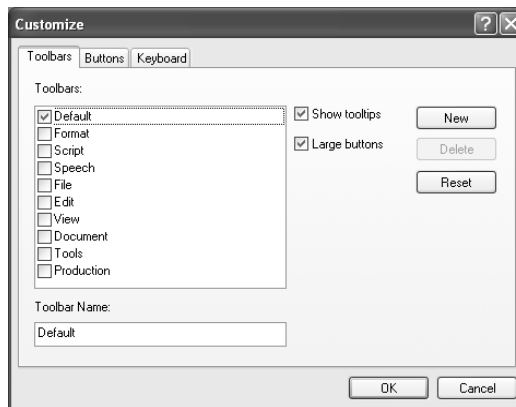
The designated Toolbar either disappears or reappears and the script window resizes accordingly. A checkmark on the menu indicates that a Toolbar is active.

## Customize

The contents of the Toolbars can be customized and repositioned anywhere in the Final Draft window.

*To customize the Toolbars:*  
Choose View > Toolbars > Customize  
- or -  
Tools > Customize.

The Customize dialog appears:



## Toolbars Tab

Contains options for determining the look of the Toolbars and to create new ones.

### Toolbars List

Contains all the available Toolbars. By default, Default enabled. Custom Toolbars will be listed here after they are created. All Toolbars may be shown by checking the box next to their name.

### Show Tooltips

Toggles the names of all buttons when the mouse arrow passes over them. Default is enabled.



### Description

Explains the function represented by a button. Select a button and the description appears. For example:

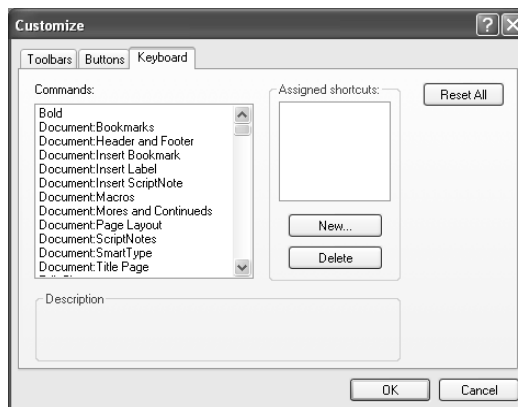
Description:  
Insert a new bookmark at the current selection

### Keyboard Tab

Contains options for setting shortcut keys for all the menu commands.

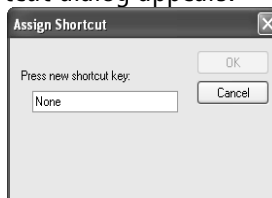
*To check or set shortcuts:*

- 1 Select a menu command from the list, Documents:Insert Bookmark, for example.

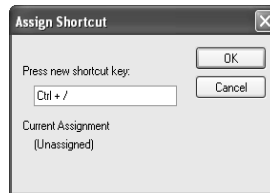


The current shortcut (if any) appears in the Assigned Shortcuts area. A brief explanation appears in the Description area.

- 2 Click Delete to remove an existing shortcut.
- 3 Click New and the Assign Shortcut dialog appears:



- 4 Press the key combination for the new shortcut. It appears in the text area, similar to:



If the combination is currently assigned to another command, a warning notice will appear in the dialog similar to:

Current Assignment  
File:Save

- 5 Click OK. The new shortcut appears in the Assigned Shortcuts area.

*To set the commands to the default shortcuts:*  
Click Reset All.

## Modifying Toolbars

The Default, Script and any Custom Toolbars may have their contents changed.

*To remove items from any toolbar:*

- 1 Choose View> Toolbars [Submenu] > Customize > Toolbars tab.
- 2 On the Toolbar, click and drag an item off the Toolbar.
- 3 Release the mouse button.

The selected item will be removed and the Toolbar size adjusted. For example:



*To revert the default Toolbars to their original contents:*

- 1 Choose View> Toolbars [Submenu] > Customize > Toolbars tab.
- 2 Select the Toolbar to be reverted.
- 3 Click Reset.

The selected toolbar will revert to its default contents in their original order.

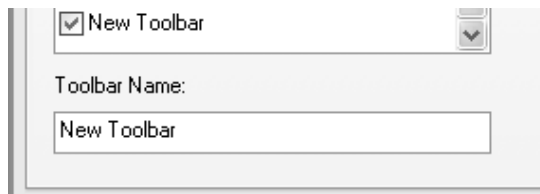


**NOTE:** *Custom Toolbars must be rebuilt manually, they cannot be reset automatically.*

## Creating Custom Toolbars

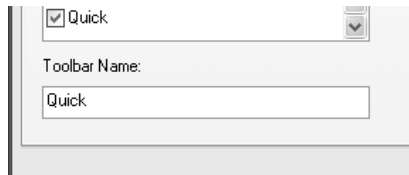
*To create a new, customized Toolbar:*

- 1 Choose View> Toolbars [Submenu] > Customize > Toolbars tab.
- 2 Click New and the word New Toolbar appears as the Toolbar Name:



- 3 Enter a name in the text area.

In the following, a toolbar was created named "Quick." The Customize dialog now appears as:



The new, empty toolbar appears:



- 4 Click the Buttons tab.
- 5 Choose the Category desired.
- 6 Select a button icon and drag it to the new toolbar, and then some more, similar to:



- 7 Release the mouse button.
- 8 When finished adding buttons, click OK.

The Custom toolbar may be resized/moved anywhere in the script window.

*To remove a custom toolbar:*

- 1 Choose View > Toolbars [Submenu] > Customize > Toolbar tab.
- 2 Select the custom toolbar.
- 3 Click Delete.

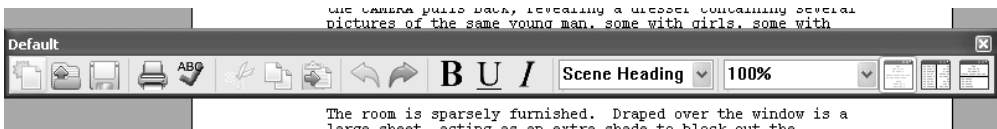
The toolbar is deleted (there is no confirmation dialog).

## Repositioning and Resizing Toolbars

*To reposition any toolbar:*

Click and drag the toolbar to the desired location.

When a toolbar is moved from its default position, it becomes a floating window which includes a name and a Close box.



*To return a toolbar to its default location:*

Click and drag the toolbar below the Menu Bar.

It will be "docked" and moved into position automatically.



**NOTE:** *Docking is not always perfect and it may require additional adjustment.*

*To resize any Toolbar:*

- 1 Detach the toolbar from its default position (see above).
- 2 Click and drag the toolbar from any of its corners to the desired size. The Toolbar buttons move appropriately, but retain their order.



## Toolbars [Submenu] (Mac OS)

### Toolbar Visible

Displays or hides the Toolbar. Default is Show.

*To Hide (or Show) the Toolbar:*

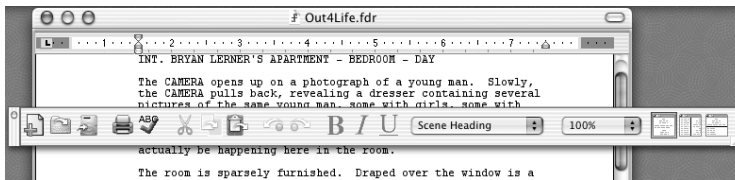
Choose the View > Toolbars > Toolbar Visible.

The Toolbar either disappears or reappears and the script window resizes accordingly. A check-mark indicates that a Toolbar is active.

### Detaching and Resizing the Toolbar

*To make the Toolbar a floating palette:*

Click and drag the Toolbar to the desired location. For example:



*To resize the Toolbar:*

Click and drag the resize handle.

The Toolbar buttons move appropriately, but retain their order.

*To return the Toolbar to its default position:*

Click and drag the Toolbar above the script window and adjust the script.

## Customize

*To create a customized Toolbar:*

- 1 Choose View > Toolbars > Customize Toolbar.

The Toolbar Editor dialog appears:



- 2 Click and drag a Toolbar item from the Toolbar into the dialog window.

The selected item will be removed and the Toolbar size adjusted.

- or -

Click Remove All to completely clear the Toolbar.

- 3 Click and drag Toolbar items one at a time to the Toolbar, in any order desired. For example:



Insert the Separator Bar where desired.

- 4 Click the Close box when done.

*To restore the Toolbar to its original appearance:*

- 1 Choose View > Toolbar > Customize Toolbar.
- 2 Click Use Default Set in the Toolbar Editor dialog.
- 3 Click the Close box.

CollaboWriter

22

# CollaboWriter

Collaborate and discuss a project with writing partners over the Internet.

CollaboWriter allows you to collaborate on and discuss a script with other Final Draft users anywhere in the world via the Internet. One person initiates the session (the Host). The Host or another person can control the script (the Controller) while others view changes as they are made. CollaboWriter also contains a chat window so ideas and critiques can be shared instantly.



**NOTE:** *Any participant can control the script. Control can be changed at any time. However, only one participant can have control at any given time.*

CollaboWriter can make use of any Internet connection - dial-up, DSL, cable modem, etc. If you and your associates with Final Draft can connect to the Internet, you can all CollaboWrite.



**NOTE:** *Though CollaboWriter will work on any Internet connection, for best results a broadband (highspeed) connection is recommended.*



**NETWORK NOTE:** *If your computer is behind a firewall, CollaboWriter may not function properly. Contact the person in your organization responsible for maintaining your network for possible ways you might be able to use CollaboWriter.*

In brief, one person hosts the CollaboWriter session. Final Draft displays the address of the Host's computer. The others type in the Host's address. Once everyone is connected the Host sends the script to each participant, so that everyone is using an identical draft. Anyone can save the script at any time to their own computer. The chat window works similarly to other Internet chat programs. Text typed in the window is viewed simultaneously by all participants.

*Before beginning a CollaboWriter session:*

- 1 The Host must inform all participants (via email or phone) about the time of the session and indicate the host computer's address (see *following*).
- 2 All participants must begin by launching the same version of Final Draft.



**NOTE:** *CollaboWriter does not work with the demo version of Final Draft.*

- 3 The host must open the script to be viewed and discussed.



**NOTE:** *The script must be saved as a normal Final Draft script (.fdr). Scripts saved as a Secure copy cannot be used.*

- 4 All participants must then connect to the Internet.

*To begin and host a CollaboWriter session:*

- 1 Choose Tools > CollaboWriter > Host Session. The Host Session dialog appears. Enter your name in the appropriate field ("Erik" in the example):



The IP Address field indicates the computer's Internet address. It is always given as four sets of numbers separated by three periods (172.16.30.114, in this example). This is the address that all the other writers must have in order to CollaboWrite.



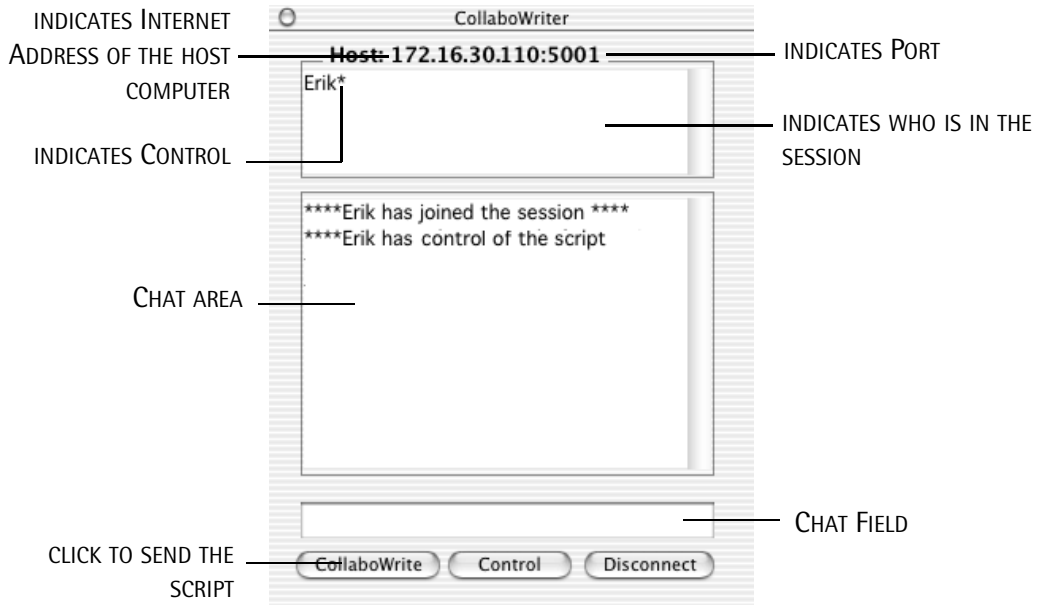
**FIREWALL NOTE:** *The address shown may be inaccurate. Contact the person in your organization responsible for maintaining your network.*

The Port field contains the network port used by the computer (5001, in this example). Unless you know a different port to use, keep the default setting of 5001.



**NOTE:** *Change the Port number only if you know that there is some conflict with another piece of software and you know a different, available port number. For most users, this port should work just fine.*

2 Click OK when done. The CollaboWriter chat window appears, for example:

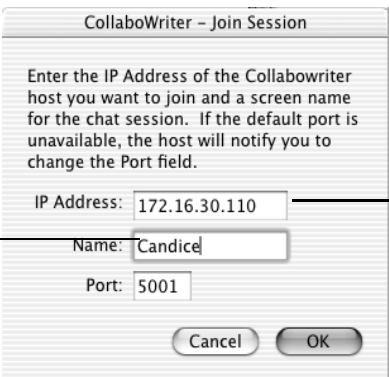


The CollaboWriter Chat Window indicates who has joined the session, who is in control and any communications between CollaboWriters.

CollaboWriter is ready for others to join the Host.

*To join a CollaboWriter session:*

- 1 All participants must have the same version of Final Draft.
- 2 Choose Tools > CollaboWriter > Join Session, and the following appears. Enter your name and the host computer's IP address, similar to:

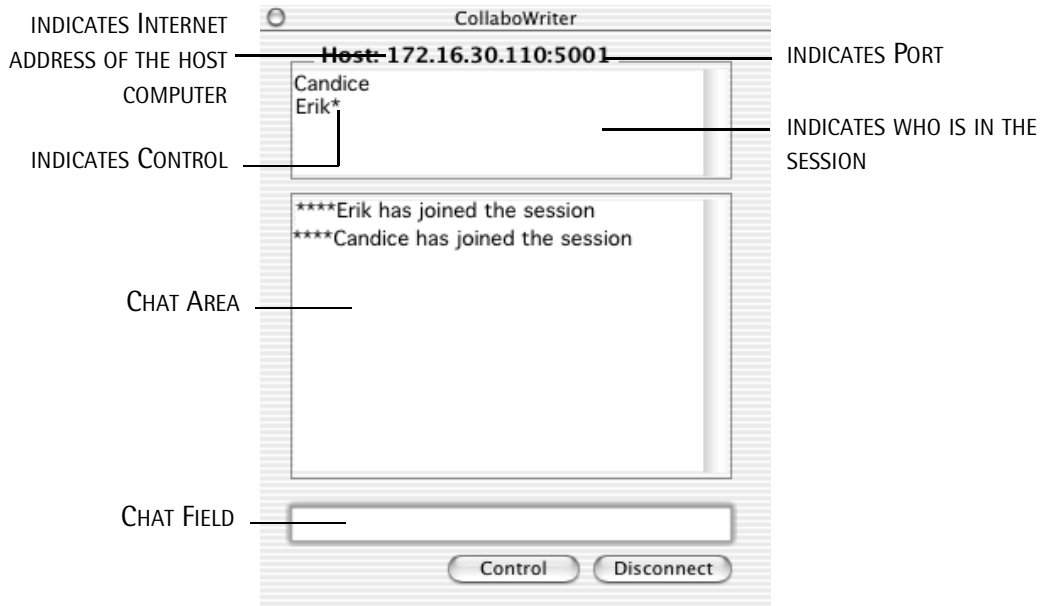


The image shows a dialog box titled "CollaboWriter - Join Session". Inside the dialog, there is a text instruction: "Enter the IP Address of the Collabowriter host you want to join and a screen name for the chat session. If the default port is unavailable, the host will notify you to change the Port field." Below this instruction are three input fields: "IP Address:" with the value "172.16.30.110", "Name:" with the value "Candice", and "Port:" with the value "5001". At the bottom of the dialog are two buttons: "Cancel" and "OK".

ENTER NAME

ENTER THE INTERNET ADDRESS OF THE HOST COMPUTER

3 Click OK. The CollaboWriter chat window appears, for example:



**NOTE:** Notice that there is no CollaboWrite button. Only the Host has that.

*To send a script:*

1 The Host must have the script to be transmitted opened.



**NOTE:** Only the script opened when the Host started the session may be sent.

2 The Host clicks the CollaboWrite button.

The script will be sent to all the individuals who have joined the session.



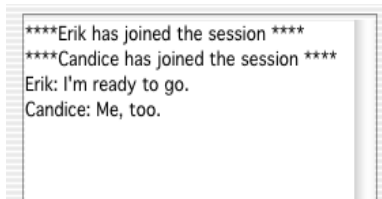
**IMPORTANT NOTE:** Once the script has been sent, no one else can join the session.



*To converse:*

- 1 Type any comments in the Chat Field.
- 2 Press the Enter key (Windows) or Return key (Mac OS) to send the text.

The comments appear in all the participants' Chat Window, preceded by the name of the person who wrote them, similar to:

*To change who controls the script:*

- 1 The participant who wants control will click Control.

A message will appear on the Controller's computer indicating who is requesting control.

- 2 The Controller will click OK to transfer control.

*To edit the script:*

The Controller has the ability to type in the script and the other participants will see changes as they are made.

*To end a session:*

Any participant can exit the session by clicking Disconnect.

When the Host clicks Disconnect, all participants are also disconnected and the CollaboWriter session is over



Tagger

23

# Tagger

Break down a Final Draft script into its various elements  
and then export the results into movie scheduling and  
breakdown programs

## Overview

Tagger is a separate application included and installed with Final Draft that enables you to break down a Final Draft script into its various elements (components) and then export the results into popular movie scheduling and breakdown programs including:

EP Schedule – from Entertainment Partners  
Movie Magic Schedule – from Entertainment Partners  
Gorilla Scheduling – from Jungle Software  
CompanyMOVE ShowPlanner – from Novko  
and others.

Tagger should be thought of as an interface between a Final Draft script and production breakdown and scheduling programs.



**TIP:** *As with the commands in the Production Menu of Final Draft, though most writers will never need to use Tagger, we strongly suggest that all writers become familiar with the process that a script goes through when it is broken down into its various elements for scheduling. Experiment with Tagger all you want. We also suggest that you use the sample Out4Life script or a copy of one of your own scripts.*

Over the years in Hollywood, many conventions have developed about how to break down a script and then schedule a production. The various production breakdown and scheduling programs all use these industry-standard conventions in one way or another. These specialized programs are designed to help Assistant Directors, Production Managers, Unit Production Managers, Directors and Producers take the information from a script and create everything from shooting schedules to Day-out-of-Days reports to callsheets to production boards.

There is a fine art to breaking down scripts that cannot be learned overnight. However, Tagger makes it easy for anyone to “tag” a script and the export the information to any scheduling program.

In production breakdown and scheduling programs, elements are added to scenes manually by typing them in. The traditional process is to take colored markers and then highlight text by hand in a hard copy of a script. Similarly, Tagger allows you to select text from the electronic script and add any element with a click of the mouse in any category for that scene – or, for any or all scenes where that element appears. The element text is highlighted and color-coded, and can be customized to suit the way you like to work.

In addition:

Elements from the script may be added to a category within a scene or many scenes at once.

An element which is *not* in the text of the script may be added to a category within a scene or many scenes at once.

Categories are completely editable and customizable.

Categories may use different text styles (the highlighted element within the script may be color-coded by category and/or bolded, underlined, italicized, etc.)

Cast members with speaking *and* non-speaking roles in a scene may be detected automatically.

Elements may be linked. For example, if a character always requires a certain costume or a particular prop, you may link the costume or prop to the character. Then whenever the character appears in a scene, their costume or prop will also be noted automatically.

There are provisions for revised scripts. If a script has been tagged and the script revised in Final Draft, the revised script can be loaded and the new elements tagged while still retaining the elements that had been tagged in the previous version of the script.

Reports can be generated.



**NOTE:** *The text of the script cannot be changed from within Tagger.*



**NOTE:** *While Tagger can import scripts written in Final Draft Version 6.06 or higher, we strongly recommend opening and saving the scripts in version 7.1.1 or higher.*



**IMPORTANT NOTE:** *Erroneous or inadvertent Enter and Tab commands in a script may not be visible or affect how the script looks but can affect Tagger's ability to record accurate page counts. Because page counts are critical in scheduling and budgeting, we strongly recommend that before you import a script into Tagger you run Final Draft's Format Assistant on the script to find and eliminate these unwanted returns and spaces.*



**IMPORTANT NOTE:** *After you have tagged the script and exported it to your scheduling software, we strongly recommend that before you begin work you proof the page counts indicated by the scheduling program against the actual script.*

FINAL DRAFT

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## Launching Tagger



**NOTE:** *Tagger is installed when Final Draft 7 is installed.*



**IMPORTANT NOTE:** *Tagger can be only be launched on a computer that has an activated copy of Final Draft 7 (or higher) installed on it.*

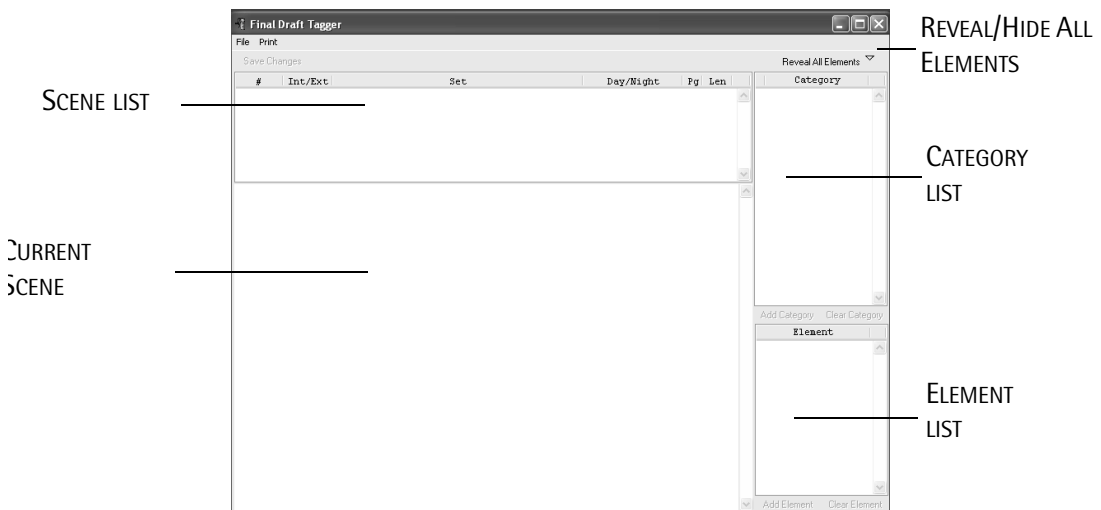
### Windows

- 1 Click the **Start** button. Choose **Programs** from the Start menu or (Windows XP) **All Programs**.
- 2 Choose **Final Draft Tagger** from the Programs submenu.

### Macintosh

- 1 Open the **Final Draft Tagger** folder.
- 2 Open (launch) **Final Draft Tagger**.

An empty Tagger window appears:



## Managing Elements

The best way to explain and explore Tagger and its features is to tag a script. We will use the tutorial "Out4Life" script as an example. Feel free to use your own script instead (make sure you use a backup).

As is usually the case before elements are tagged, the scenes in the script should be numbered.

### Numbering Scenes

1 Open Final Draft.

2 Choose File > Open. Navigate to the Final Draft 7 folder > Tutorial folder.

3 Select *Out4Life*

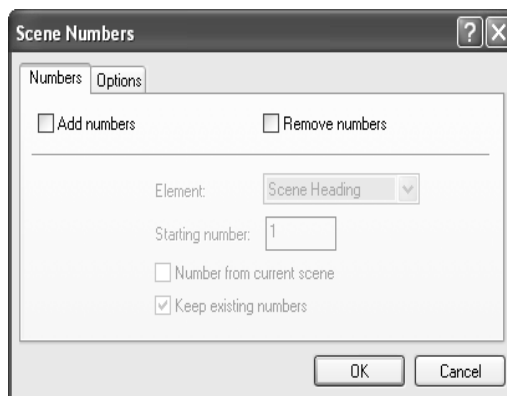
- or -

Navigate and select a script of your choosing.

4 Click Open.

The script appears.

5 Choose Production > Scene Numbers. The Scene Numbers dialog appears:



6 Click the Add Numbers checkbox. Leave the other default settings as they are.

7 Click OK.



Following standard screenplay format, scene numbers are assigned to the Scene Headings only:

SCENE NUMBERS	2	EXT. STREET OUTSIDE BRYAN'S APARTMENT - DAY	2
		- He crosses the street and gets into his big, beat up green 1979 Cutlass Supreme. He sits down, puts on his seat belt and unbuttons the top button of his pants. He grabs a piece of chewing gum off the dash and throws the foil in the back seat, which is full of newspapers and take-out bags from <u>McDonalds</u> and Burger King.	
	3	I/E. BRYAN'S CAR - PHILADELPHIA STREETS - DAY	3
		- He drives through the streets of Philadelphia, passing various recognizable landmarks: City Hall, Independence Hall, the Liberty Bell.	
		- The car heads across the Walt Whitman Bridge, out of Philadelphia and takes an exit marked "NEW JERSEY TURNPIKE NORTH."	
		- The car sits stopped in traffic, which isn't moving.	
	4	I/E. BRYAN'S CAR - TURNPIKE - DAY	4
		Bryan grabs a watch which is sitting on the dashboard. He glances at it, sees that he is late.	

- 8
- Choose File > Save As and save the script under another name (like "Out4Life2") in a location that makes sense for you.
- 9
- Launch Tagger (see above).
- 10
- Choose File > Import Script.
- 11
- Navigate to where you just saved the "Out4Life2" script. Click Open. The screen now appears with the first scene selected as:

QUICK SAVE  
BUTTON

Out4Life2.fdr

Save Changes

#	Int/Ext	Set	Day/Night	Pg	Len
1	INT.	BRYAN LERNER'S APARTMENT - BEDROOM	DAY	1	1 2/8
2	EXT.	STREET OUTSIDE BRYAN'S APARTMENT	DAY	2	0 1/8
3	I/E.	BRYAN'S CAR - PHILADELPHIA STREETS	DAY	2	0 1/8
4	I/E.	BRYAN'S CAR - TURNPIKE	DAY	2	0 1/8
5	I/E.	BRYAN'S CAR - SUBURBAN STREET	DUSK	2	0 2/8
6	EXT.	HOUSE IN SAVERVILLE - DRIVEWAY	DUSK	2	0 4/8
7	INT.	HOUSE IN SAVERVILLE - KITCHEN	DUSK	3	2 3/8
8	INT.	ANDY RIGHTMAN'S APARTMENT - LIVING ROOM	NIGHT	5	0 4/8

Reveal All Elements

Category	
+ Cast Members	
Extras	
Stunts	
Vehicles	
Props	
Special Effects	
Costumes	
Makeup	
Livestock	
Animal Handler	
Music	
Sound	
Set Dressing	
Greenery	
Special Equipment	
Security	
Additional Labor	
Add Category	Clear Category

INT. BRYAN LERNER'S APARTMENT - BEDROOM - DAY

The CAMERA opens up on a photograph of a young man. Slowly, the CAMERA pulls back, revealing a dresser containing several pictures of the same young man, some with girls, some with various male friends. A Daily Racing Form hangs off the edge of the dresser. In the background, we hear a love scene from an afternoon soap opera. For all we know, however, it might actually be happening here in the room.

The room is sparsely furnished. Draped over the window is a large sheet, acting as an extra shade to block out the daylight. Scattered across the floor are several piles of clothes: jeans, t-shirts, underwear, sneakers and a bra. A single mattress with no box springs sits on the floor next to a telephone and several open road maps of Pennsylvania and New Jersey.

Lying on the bed in his underwear, sound asleep, is the young man from the pictures. He is BRYAN LERNER, 26, good looking, slender, of average height, with brown eyes, brown hair and a dark complexion. Sharing the bed, also asleep, is ROCHELLE, a girl barely over the age of eighteen.

Suddenly, the alarm clock BUZZES. Bryan slowly stirs, groping around for the clock. It reads 3:00 PM. His hand finally finds it and hits the snooze button. The sound cuts off. He stirs and glances over at the clock. He sees the time and slowly sits up, still half asleep.

BRYAN  
(to himself)  
Wake up. Bryan. Time to make some

Element

BRYAN
ROCHELLE

Add Element

Clear Element

## Automatic Tagging of Cast Members

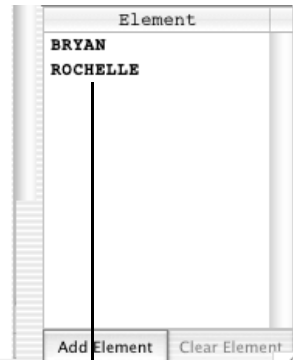
As a script is imported into Tagger, each speaking Cast Member is automatically tagged the first time they have dialogue. Additionally, once a Cast Member is tagged, they will be tagged when they appear in action elements, (i.e., even if they don't have a speaking role in a scene).

clothes: jeans, t-shirts, underwear, sneakers and a bra. A single mattress with no box springs sits on the floor next to a telephone and several open road maps of Pennsylvania and New Jersey.  
Lying on the bed in his underwear, sound asleep, is the young man from the pictures. He is BRYAN LERNER, 26, good looking, slender, of average height, with brown eyes, brown hair and a dark complexion. Sharing the bed, also asleep, is ROCHELLE, a girl barely over the age of eighteen.

Suddenly, the alarm clock BUZZES. Bryan slowly stirs, groping around for the clock. It reads 3:00 PM. His hand finally finds it and hits the snooze button. The sound cuts off. He stirs and glances over at the clock. He sees the time and slowly sits up, still half asleep.

**BRYAN**  
(to himself)  
Wake up. Bryan. Time to make some

AUTOMATICALLY HIGHLIGHTED IN THE CAST MEMBER  
ELEMENT'S COLOR



AUTOMATICALLY TAGGED AS CAST MEMBERS

If a Cast Member is present in a scene but it is not explicitly written into the script, they can be tagged in the scene, too (see Adding Elements Not Explicitly in a Scene, *below*).

## Scene List

The Scene List displays all the Scene Headings and indicates information about each scene. You can view the contents of any scene by selecting it.

To sort by any of the Scene List's columns:

- 1 Click the column headings and the Scene List is reordered alphabetically in that column. A Sort by Script Order button also appears:

ANY OF THE COLUMNS MAY BE SORTED BY CLICKING THEIR COLUMN HEADING

SCRIPT ORDER BUTTON

COLUMN  
HEADINGS

Save Changes		Sort by Script Order					
#	Int/Ext	Set	Day/Night	Pg	Len		
2	EXT.	STREET OUTSIDE BRYAN'S APARTMENT	DAY	2	0 1/8		
7	INT.	HOUSE IN SAYERVILLE - KITCHEN	DUSK	3	2 3/8		
6	EXT.	HOUSE IN SAYERVILLE - DRIVEWAY	DUSK	2	0 4/8		
4	I/E.	BRYAN'S CAR - TURNPIKE	DAY	2	0 1/8		
5	I/E.	BRYAN'S CAR - SUBURBAN STREET	DUSK	2	0 2/8		
3	I/E.	BRYAN'S CAR - PHILADELPHIA STREETS	DAY	2	0 1/8		
1	INT.	BRYAN LERNER'S APARTMENT - BEDROOM	DAY	1	1 2/8		
8	INT.	ANDY RIGHTMAN'S APARTMENT - LIVING ROOM	NIGHT	5	0 4/8		

- 2 Click the Sort by Script Order button or Click the # column heading to return the Scene List to script order. The screen appears as:

Save Changes						Reveal All Elements ▼	
#	Int/Ext	Set	Day/Night	Pg	Len	Category	
1	INT.	BRYAN LERNER'S APARTMENT - BEDROOM	DAY	1	1 2/8	+ Cast Members	
2	EXT.	STREET OUTSIDE BRYAN'S APARTMENT	DAY	2	0 1/8	Extras	
3	I/E.	BRYAN'S CAR - PHILADELPHIA STREETS	DAY	2	0 1/8	Stunts	
4	I/E.	BRYAN'S CAR - TURNPIKE	DAY	2	0 1/8	Vehicles	
5	I/E.	BRYAN'S CAR - SUBURBAN STREET	DUSK	2	0 2/8	Props	
6	EXT.	HOUSE IN SAYERVILLE - DRIVEWAY	DUSK	2	0 4/8	Special Effects	
7	INT.	HOUSE IN SAYERVILLE - KITCHEN	DUSK	3	2 3/8		
8	INT.	ANDY RIGHTMAN'S APARTMENT - LIVING ROOM	NIGHT	5	0 4/8		

## Tagging Elements

To tag an element that is in the script:

- 1 Select the text to be tagged, similar to:

The screenshot shows a script document with a scene description. The scene is titled "INT. BRYAN LERNER'S APARTMENT - BEDROOM - DAY". The description reads: "The CAMERA opens up on a photograph of a young man. Slowly, the CAMERA pulls back, revealing a dresser containing several pictures of the same young man, some with girls, some with various male friends. A Daily Racing Form hangs off the edge of the dresser. In the background, we hear a love scene from an afternoon soap opera. For all we know, however, it might actually be happening here in the room." The text "photograph of a young man" is highlighted. To the right of the script is a sidebar with a category list. The list includes: + Cast Members, Extras, Stunts, Vehicles, Props, Special Effects, Costumes, Makeup, Livestock, Animal Handler, Music, Sound, Set Dressing, Greenery, Special Equipment, Security, and Additional Labor. The "Cast Members" category is selected.

SELECTED TEXT

CURRENT CATEGORY

- 2 Click the selected text with the right mouse button (Ctrl-Click for Mac OS). The Add Element dialog appears, similar to:

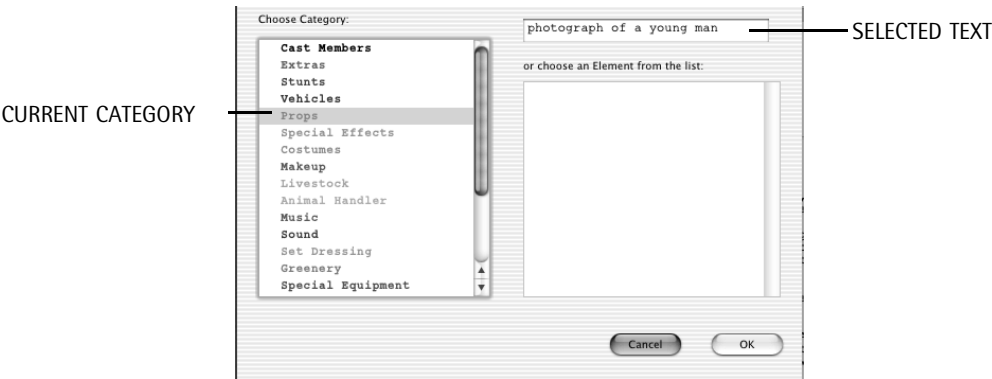
The screenshot shows the "Add Element" dialog box. It has a "Choose Category:" field with a dropdown menu. The dropdown menu is open, showing a list of categories: Cast Members, Extras, Stunts, Vehicles, Props, Special Effects, Costumes, Makeup, Livestock, Animal Handler, Music, Sound, Set Dressing, Greenery, Special Equipment, Security, and Additional Labor. The "Cast Members" category is selected. To the right of the category list is a text field containing the text "photograph of a young man". Below the text field is a list of elements: BRYAN, ROCHELLE, BOB, BETTY, and ANDY. The "OK" button is highlighted.

CURRENT CATEGORY

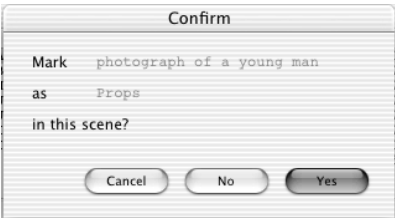
SELECTED TEXT

Because the current Category was Cast Member before the text was selected, it is the default category in the Add Element dialog.

3 Change the category by clicking it. In this case, the category we want is Props:

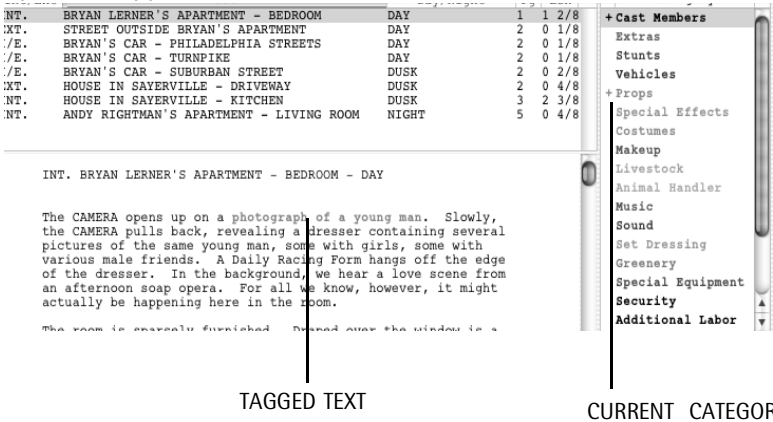


4 Click OK (or double-click the category name). The Confirm dialog appears:



5 Click Yes.

The tagged text now appears in whatever color the chosen category is set to. A plus sign (+) appears next to the Props category, indicating that an element in this scene has been tagged as a Prop. The sample now appears as:



## 328 - Tagger

*To tag an element via Drag and Drop:*

- 1 Select the Category for the element.
- 2 Select the text to be tagged.
- 3 Drag the text into the Elements List.

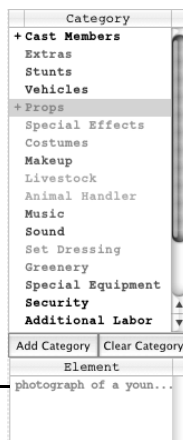
The tagged text now appears in whatever color the chosen category is set to.

*To view the tagged items in any category:*

Click the Category name in the Category List. Any elements previously tagged for that scene in the chosen category will appear. In our sample, after clicking Props the screen appears as:

"+" SIGN INDICATES THERE ARE  
TAGGED ELEMENTS IN THIS CATEGORY

LISTS TAGGED ELEMENTS IN THE  
SELECTED CATEGORY FOR THE  
CURRENT SCENE

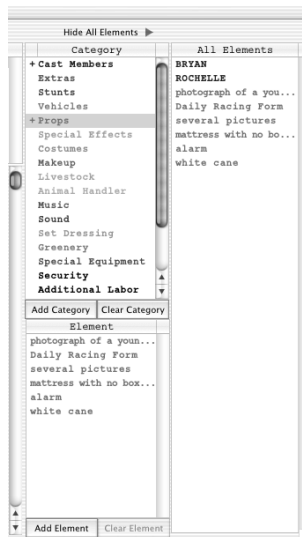


To view all the tagged elements in a scene:

Click the Reveal All Elements down-pointing arrow:



The All Elements window appears:



Every tagged element in the currently selected scene is displayed.

To hide the All Elements window:

Click the Hide All Elements right-pointing arrow.

To tag an element not explicitly in the script:

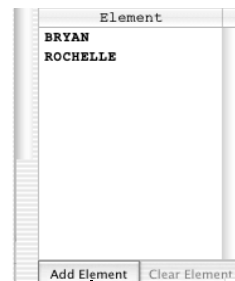
- 1 Make sure you are in the scene in which you wish to add an element that is not in the script. Click the Add Element button.

clothes: jeans, t-shirts, underwear, sneakers and a bra. A single mattress with no box springs sits on the floor next to a telephone and several open road maps of Pennsylvania and New Jersey.

Lying on the bed in his underwear, sound asleep, is the young man from the pictures. He is BRYAN LERNER, 26, good looking, slender, of average height, with brown eyes, brown hair and a dark complexion. Sharing the bed, also asleep, is ROCHELLE, a girl barely over the age of eighteen.

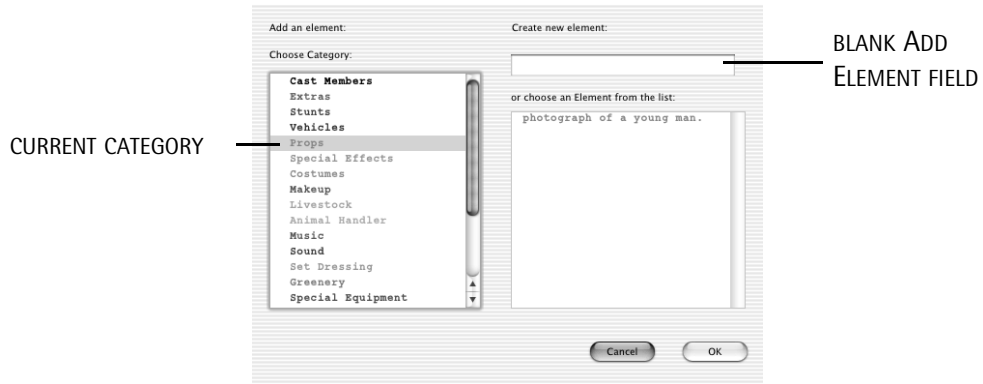
Suddenly, the alarm clock BUZZES. Bryan slowly stirs, groping around for the clock. It reads 3:00 PM. His hand finally finds it and hits the snooze button. The sound cuts off. He stirs and glances over at the clock. He sees the time and slowly sits up, still half asleep.

**BRYAN**  
(to himself)  
Wake up, Bryan. Time to make some



ADD ELEMENT BUTTON

The Add Element dialog appears:



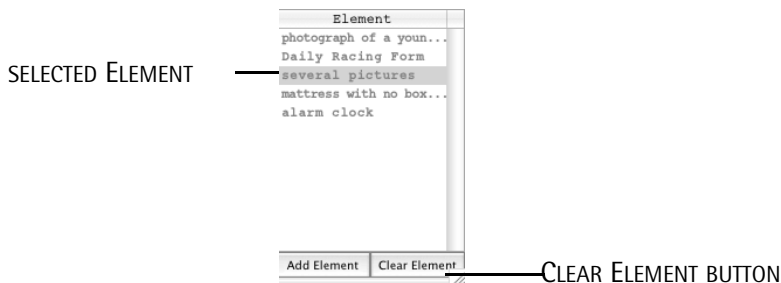
Notice that the Add Element field is blank.

- 2 Type the text desired for the element in the Add Element field.
- 3 Make sure the current Category is correct and click OK.

The confirmation dialog appears, etc., and the element will be tagged in the scene even though it does not appear in the script.

*To delete a tagged element from a scene:*

- 1 Make sure the correct scene is selected.
- 2 Select the item in the Elements List, similar to:



- 3 Click the Clear Element button.
  - 4 A confirmation dialog appears.
  - 5 Choose whether to clear the element for the current scene or all scenes.
- The item will be removed immediately from the list. The element's text will no longer appear in the category's color.



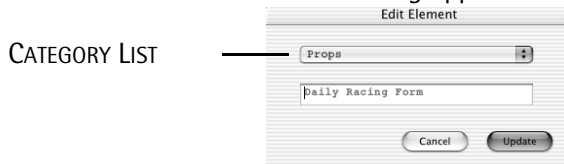
*To edit a tagged element or change its category:*

As an example, a vehicle may be called 'red Corvette' in the script, but you want it to be named 'Jeff's Car' in the breakdown sheets.

- 1 Double-click the item in the Elements List. The Element Info dialog appears similar to:



- 2 Click the Edit Elements button and a dialog appears similar to:



- 3 Edit the item's name and/or use the Category List to change the item's category.
- 4 Click Update when done.
- 5 Click Done in the Element Info dialog.

## Linking Elements

One element may need to link to another element. For example, a blind character (Cast Member) may always need a cane (Prop), etc.

*To link one element with another:*

- 1 Both elements need to have been previously tagged or added to their respective categories. For example:

BRYAN IS A  
CAST MEMBER

Element
BRYAN
ROCHELLE

Add Element
Clear Element

Element	
photograph of a young man	
Daily Racing Form	
several pictures	
mattress with no box spring	
alarm clock	
white cane	
Add Element	Clear Element

# WHITE CANE IS A PROP

- 2 Double-click on the first element you want to link. For example, double-click BRYAN and the Link Element dialog appears:

### ELEMENT THAT OTHER ELEMENTS WILL LINK TO

BRYAN			Edit Element
Appears in the following scenes:			
#	Int/Ext	Set	Day/...
1	INT.	BRYAN LERNER'S APARTMENT - BEDROOM	DAY
4	I/E.	BRYAN'S CAR - TURNPIKE	DAY
5	I/E.	BRYAN'S CAR - SUBURBAN STREET	DUSK
6	EXT.	HOUSE IN SAYERVILLE - DRIVEWAY	DUSK
7	INT.	HOUSE IN SAYERVILLE - KITCHEN	DUSK
8	INT.	ANDY RIGHTMAN'S APARTMENT - LIVING ROOM	NIGHT

When

BRYAN

appears in a scene, these should also appear:

<

>

**ROCHELLE**

**BOB**

**BETTY**

**ANDY**

photograph of a young man

Daily Racing Form

several pictures


mattress with no box springs

alarm clock

white cane

Done

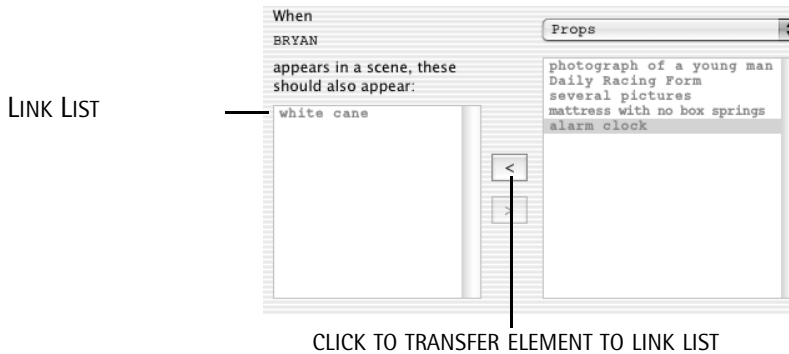
- 3** Select the category and element to be linked, similar to:



The screenshot shows a web browser window with a light gray background. On the left, there is a vertical sidebar with a light gray background. At the top of the sidebar, the text "When" is displayed in a large, bold, black font. Below it, the text "BRYAN" is displayed in a smaller, bold, black font. The main content area of the browser shows the text "appears in a scene, these should also appear:" in a black font. Below this text is a large, empty white rectangular box. To the right of the sidebar, there is a vertical list of items. The list is titled "Props" in a bold, black font. The items in the list are: "photograph of a young man", "Daily Racing Form", "several pictures", "mattress with no box springs", "alarm clock", and "white cane". The item "white cane" is highlighted with a light gray background. Below the list, there are two small, square buttons with black borders. The left button contains a black left-pointing arrow, and the right button contains a black right-pointing arrow.

—ELEMENT TO BE LINKED

- 4 Click the left-pointing arrow button. The selected element moves to the Link List:



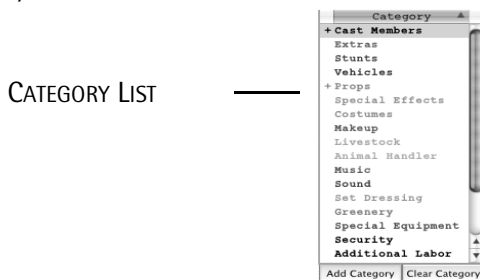
- 5 Click OK to link the elements.

*To unlink elements:*

- 1 Double-click on the element you want to have elements unlinked from and the Link Element dialog appears.
- 2 Select the element to be unlinked from the Link List.
- 3 Click the right-pointing arrow button. The selected element is removed from the Link List.
- 4 Click OK to unlink.

## Managing Categories

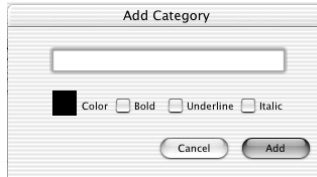
Categories may be added, edited or deleted.



**NOTE:** If you are using Movie Magic Schedule 3.7 or earlier, or Gorilla Scheduler, and have created any new Categories in Tagger, before you import a Tagger file you must create the new Categories in the scheduling program. Spelling, case and order must match their listing in Tagger exactly.

*To add a new category:*

- 1 Click the Add Category button and the Add Category dialog appears.

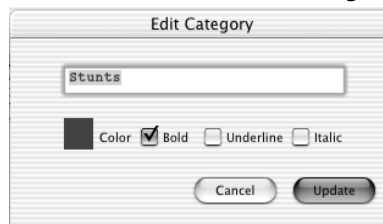


- 2 Type in the name for the category in the empty field.
- 3 Click the color swatch and chose the category's color. Click OK when set.
- 4 Choose any typestyle desired.
- 5 Click OK

The new category will appear at the *bottom* of the Category List.

*To modify an existing category:*

- 1 Double-click the category to be edited and the Edit Category dialog appears:



- 2 Make any changes desired to name, color or typestyle.
- 3 Click Update.

Any changes will be reflected in the Category List and in any elements previously tagged in that category.

*To delete an existing category:*

- 1 Select the category to be deleted.
- 2 Click the Clear Category button. The Delete Category dialog appears.
- 3 Click Delete Category.

The category will be removed from the Category List and any elements in the category will be untagged.

## Tagger Menus

### Apple Menu/Final Draft Tagger Menu (Mac OS)

Commands include About Final Draft Tagger and Preferences (see Print Menu, *below*).

### File Menu

#### Import Script

Choose this command open a script written in Final Draft version 6.06 or higher.



**IMPORTANT NOTE:** *Erroneous or inadvertent Enter and Tab commands in a script may not be visible or affect how the script looks but can affect Tagger's ability to record accurate page counts. Because page counts are critical in scheduling and budgeting, we strongly recommend that before you import a script into Tagger you run Final Draft's Format Assistant on the script to find and eliminate these unwanted returns and spaces.*

#### Open Tag File

Choose this command to open an existing Final Draft Tagger file.

#### Close

*If any changes have been made since the last time the script was saved:*

- 1 Choose File > Close and the Save Changes dialog appears.
- 2 Click Yes (Windows) or Save (Mac OS) to save all changes.

#### Save

Saves any changes made since the last save.

When a Tagger file is saved for the first time, the steps are identical to File > Save As (*see next topic*).

#### Save As

Allows a copy of the current Tagger file to be saved under a different name or to a different location.

This command is also used to assign a name to a new Tagger file.

- 1 Choose File > Save As, and the standard Save dialog appears.
- 2 Navigate to where the file is to be saved.

- 3 Type in the name for the Tagger file in the text field.
- 4 Click Save.

### Import Revisions

This command allows you to add any revisions that have been made to a script to a previously tagged file of the script.

- 1 Choose File > Open Tag File to open the Tagger file.
- 2 Choose File > Import Revisions to open the revised script.

If a scene still exists in the revised script, any elements that were tagged will remain tagged. If a scene is omitted or deleted, any tagged elements will be removed.

Similar to when a script is imported for the first time, any new scenes will have their Cast Members tagged automatically and new characters will be identified the first time they have dialogue (see *previous*).

Any new elements in the script must be tagged manually.

### Export to Schedule

This command saves the Tagger file in a form that most breakdown and scheduling programs can use (see also *Saving Final Draft Scripts to Scheduling Programs*, below).



**IMPORTANT NOTE:** *After you have tagged the script and exported it to your scheduling software, we strongly recommend that before you begin work you proof the page counts indicated by the scheduling program against the actual script.*



**NOTE:** *If you are using Movie Magic Schedule 3.7 or earlier, or Gorilla Scheduler, and have created any new Categories in Tagger, before you import a Tagger file you must create the new Categories in the scheduling program. Spelling, case and order must match their listing in Tagger exactly.*



**NOTE:** *Tagger does not automatically create data that can be imported into the Synopsis field which most scheduling programs contain. A workaround is to create a separate category called Synopsis. Once imported into a scheduling program, you can either use this field as is or retype the data into the regular Synopsis field.*

### Export to XML

This command saves the Tagger file in a form that some breakdown programs, utilities and database programs can use.

### Exit (Windows), Quit (Mac OS)

Closes Tagger file and quits Final Draft Tagger.

- 1 Choose File > Exit (Windows) or Final Draft 7 > Quit Final Draft 7 (Mac OS X).

A Tagger file which contains unsaved changes displays the Save Changes message.

- 2 Click Save to save changes.

### Print Menu

#### Scene Report

Choose this command to print a report detailing all the tagged elements scene by scene.

#### Element Report

Choose this command to print a report indicating in which scene each tagged element appears, element by element.

### About Final Draft Tagger



**NOTE:** *(Mac OS) This command appears in the Final Draft Tagger Menu*

*(Windows) This command appears in the Print Menu.*

View information about the version installed on your computer.

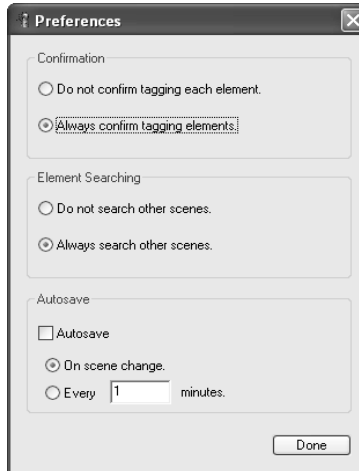
### Preferences



**NOTE:** *(Mac OS) This command appears in the Final Draft Tagger Menu.*

*(Windows) This command appears in the File Menu.*

Preferences are settings that allow control over how a number of features operate. Settings are saved between sessions. When this command is chosen, the Preference dialog appears:



### Confirmation

Determines whether a confirmation dialog appears when elements are tagged. Default is "Always confirm."

### Element Searching

Determines whether the entire script is searched when an element is tagged. Default is "Always search."

### Auto-Save

When this option is enabled, Final Draft automatically saves a Tagger (tagged) file under the conditions of whichever option is checked. Default is disabled.

#### On Scene Change

Every time the selected scene is changed.

#### Every \_\_ Minutes

Automatically saves scripts after the time indicated in the Minutes field has elapsed. Default is disabled.



## Alternative to Tagging

If you are not able to spend the time tagging a script and need to get a quick breakdown and schedule, Final Draft can save a script in a format which breakdown and scheduling programs can use.

The file created includes the following information for each scene:

- Interior/Exterior information
- Set Description
- Day/Night information
- The Scene Number
- The Page Count, in eighths of a page
- A list containing each character who has a speaking line

*To save a Final Draft script so a scheduling program can use it:*

1 Choose File > Save As.

The standard Save dialog appears.

2 Navigate to where the file is to be saved.

3 From the Save As list, choose Movie Magic.

4 Click Save.

The file will be saved in the format specified, ready for use.



# Shortcuts & Menus

Final Draft includes a number of special keys and key combination shortcuts that make entering text and through a script as effortless as possible.

In addition, all the Windows and Mac OS menus are listed.

## Shortcuts

To make entering text and navigating through a script as easy as possible, Final Draft includes a number of special keys and keyboard combination shortcuts.

### Adding Paragraphs with the Enter Key/Return Key

With the insertion point at the end of a paragraph, the Enter key (Windows) and the Return key (Mac OS) causes specific element changes.

From Scene Heading to Action  
From Action to Action  
From Character to Dialogue  
From Parenthetical to Dialogue  
From Transition to Scene Heading  
From Dialogue to Action  
From General to General  
From Shot to Action

*To modify these shortcuts:*

- 1 Choose Format > Elements and the Elements dialog is displayed.
- 2 Select the desired Element in the list.
- 3 Set the shortcut via the Enter key/Return key pop-up list.



**NOTE:** *The reason Enter/Return doesn't change elements after typing Action is because you can follow Action with either another Action, a Character Name, a Transition or a Scene Heading. There is no "usual" element paragraph that follows Action.*



**NOTE:** *Press Enter/Return in a blank paragraph and the pop-up Element list appears. Choose the Element desired and press Enter/Return.*



**NOTE:** *Other than using a Keystroke Shortcut (see next topic), the only way to create a Transition Element is to create a blank element (by pressing Enter key/Return key) and then choosing Transition from the pop-up Elements dialog or use the Elements list pop-up menu in the Toolbar.*

## Element Shortcuts

An alternative method of adding new paragraphs is using the Control (Ctrl) key (Windows) or Command key (Mac OS) combinations. The defaults are:

- Ctrl/Command + 0 adds a new General paragraph
- Ctrl/Command + 1 adds a new Scene Heading paragraph
- Ctrl/Command + 2 adds an Action paragraph
- Ctrl/Command + 3 adds a Character paragraph
- Ctrl/Command + 4 adds a Parenthetical paragraph
- Ctrl/Command + 5 adds a Dialogue paragraph
- Ctrl/Command + 6 adds a Transition paragraph
- Ctrl/Command + 7 adds a Shot paragraph

Similar to changing Enter key/Return key shortcuts, the Ctrl/Command key combination may be changed in the Elements dialog via the Shortcut key text area.

## Manual Carriage Returns

*To manually place a carriage return (soft return) in the middle of a paragraph in order to space it differently:*

(Windows) Press Shift + Enter key.

(Mac OS) Press Shift + Return key.

This puts a carriage return at the insertion point and breaks the line. It can be used to format special types of paragraphs, such as poems, lyrics, etc.

## Tab Key

The Tab key supplements the functions of the Enter key/Return key.

- From Scene Heading to Action
- From Action to Character
- From Character to Transition (only when Character is blank)
- From Transition to Scene Heading
- From Dialogue to Parenthetical
- From Parenthetical to Dialogue

Press Tab to accept the current selection from a SmartType list and move to the next logical element.

Within a Scene Heading, the Tab key has additional functions:

From a Scene Intro, pressing Tab adds a period plus a space ( . ) and takes you to the Location area. Press Tab again to call up the Location SmartType list.

From a Location, pressing Tab adds a space-dash-space ( - ) and takes you to the Time area. Press Tab again to call up the Time SmartType list.

## Other Keyboard Shortcuts

### Special Keys

The Page Up and Page Down keys cause the script to be scrolled up or down one screen-full, respectively.

The Home key (Windows) causes the cursor to be moved to the beginning of a line; (Mac OS) causes the script to be scrolled to the beginning of the document.

The End key (Windows) moves the cursor to the end of a line; (Mac OS) causes the script to be scrolled to the end of the document.

The Delete key deletes the character following the current insertion point.

The Ctrl + Left Arrow or Ctrl + Right Arrow key combinations (Windows), or Command + Left Arrow or Command + Right Arrow key combinations (Mac OS) will move the insertion point to the previous or next word in the script.

(Windows only) The Alt + Up Arrow and Alt + Down Arrow key combinations scroll the screen up or down without moving the insertion point.

(Windows only) The key combinations Shift + (Left or Right) Arrow, Shift + Home, Shift + End or Shift + Ctrl + (either) Arrow extends a selection.

(Windows only) Ctrl + Home moves the cursor to the beginning of the script. Ctrl + End moves the cursor to the end of the script.

The Shift + Arrow key combinations extend the selection one letter at a time.

The Shift + Ctrl + Arrow key combination (Windows), or Shift + Command + Arrow key combinations (Mac OS) extend the selection one word at a time.

(Mac OS only) Shift + Command + Delete will delete a whole paragraph.

## Numeric Keypad

(Windows – active only when “Num Lock” is off):

Arrow Up:	#'8' Key
Arrow Down:	#'2' Key
Arrow Left:	#'4' Key
Arrow Right:	#'6' Key
Page Up:	#'9' Key
Page Down:	#'3' Key
Home	#'7' Key
End	#'1' Key

## Reformatting

Occasionally, a paragraph will be accidentally added as the wrong element. Using Ctrl + Shift combinations (Windows), or Command + Option combinations (Mac OS), this may be easily corrected.

Pressing a Ctrl + [#] key (Windows) or Command + [#] key (Mac OS) combination is used to insert a new element.

Pressing Ctrl + Shift + [#] (Windows), or Command + Option + [#] (Mac OS) is used to reformat the current paragraph.

## Context Menus

When the Context right mouse button is pressed (Windows), or the mouse button + Control key (Mac OS) are pressed, special context menus appear.

Click the right mouse button/mouse button + Control key on a word that Final Draft thinks is misspelled and alternatives will appear in a list.

Click the right mouse button/mouse button + Control key in a character paragraph to add or change Extensions.

(Windows only)

Shift + F10 also brings up the context menu.

(Windows only)

When the context menu is displayed, each item has one underlined character. Pressing the corresponding key will invoke the command. This way, context menus can be used directly from the keyboard without a mouse.

## SmartType

### Right-Arrow for Match Completion

If you are in a Character, Extension, Location, Time or Transition and have typed in some text that matches information in the appropriate list, pressing the Right Arrow key will complete the match (that is, it will put the "suggested" text into the script) and place the insertion point at the end of the paragraph.

### First-Letter Method of Finding the Desired Text

When at the beginning of a Character, Extension, Location, Time or Transition, pressing the same first letter (e.g. i-i-i) will cycle through the items in the list starting with that letter instead of adding the letter to the line and doing a match of the combined letters.

### INT./EXT. Creates Scene Headings

If you type INT. or EXT. at the beginning of an Action paragraph it will automatically become a Scene Heading.



## Menus

### Windows

File		
New...		
Open...	Ctrl+O	
Close		
Save	Ctrl+S	
Save As...		
Save As PDF...		
Backup...		
Revert		
Print Preview		
Print...	Ctrl+P	
Email...		
Register Script		
Exit		

Edit		
Undo Typing	Ctrl+Z	
Can't Redo	Ctrl+Y	
Cut	Ctrl+X	
Copy	Ctrl+C	
Paste	Ctrl+V	
Clear		
Select All	Ctrl+A	
Select Scene	Ctrl+Shift+A	
Find...	Ctrl+F	
Go to...	Ctrl+G	
Find Selection	Ctrl+E	

View		
Script - Normal View		
✓ Script - Page View		
Script - Speed View		
✓ ScriptNotes		
✓ Ruler		
Invisibles		
Navigator		
Index Cards - Summary		
Index Cards - Script		
Add New Card		
Cards Across		▶
Split Vertically		
Split Horizontally		
Swap Panels		
✓ Unsplit Panels		
Toolbars		▶
Zoom		▶

Format		
Elements...	Ctrl+Shift+E	
Font...		
Alignment		▶
Spacing		▶
Space Before		▶
Insert Page Break		
Dual Dialogue		

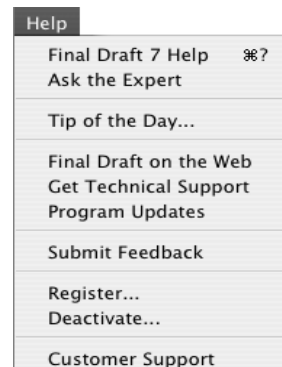
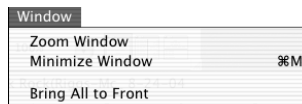
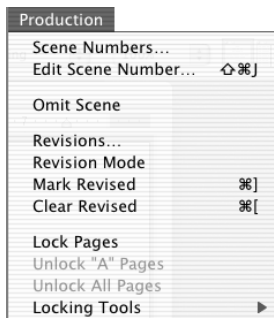
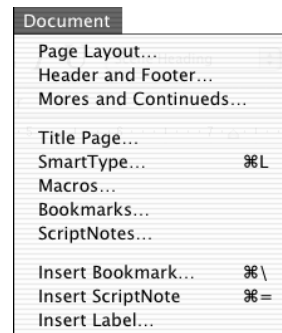
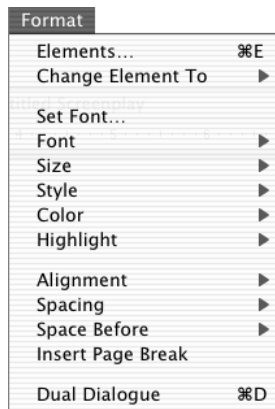
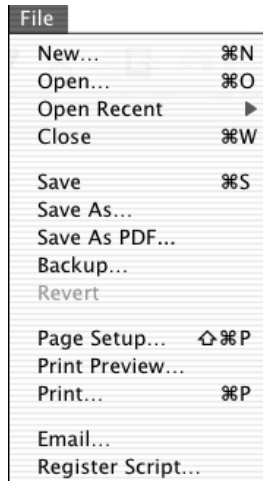
Document		
Page Layout...		
Header and Footer...		
Mores and Continueds...		
Title Page		
SmartType...	Ctrl+Shift+L	
Macros...		
Bookmarks...		
ScriptNotes...		
Insert Bookmark...	Ctrl+M	
Insert ScriptNote	Ctrl+J	
Insert Label...		

Production		
Scene Numbers...		
Edit Scene Number...	Ctrl+Shift+J	
Omit Scene		
Revisions...		
Revision Mode		
Mark Revised	Ctrl+R	
Clear Revised	Ctrl+Shift+R	
Lock Pages		
Unlock "A" Pages		
Unlock All Pages		
Locking Tools		▶

Window		
Cascade		
Tile		
1 Untitled Screenplay		

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## Mac OS



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